

**Meeting of the DDA Board of Directors  
City Hall – Meeting Room A  
215 West Main Street  
October 15, 2019 – DDA Board Meeting**

**AGENDA**

1. Call to Order – Shawn Riley
2. Organizational Discussion – DJ Boyd
3. Audience Comments
4. Approval of Agenda and Consent Agenda
5. Consent Agenda
  - a. September 2019 Financial Statement (Attachment 5.a)
  - b. September 2019 Invoice Report (Attachment 5.b)
  - c. September 17, 2019 Informational Meeting Minutes (Attachment 5.c)
  - d. September 17, 2019 DDA Board Meeting Minutes (Attachment 5.d)
  - e. June 18, 2019 Amended DDA Board Meeting Minutes (Attachment 5.e)
6. Semi-Permanent Food Trucks (Attachment 6)
7. Cady Street Parking Rehabilitation Update (Attachment 7)
8. Committee Information and Updates
  - a. Design Committee – DJ Boyd (Attachment 8.a)
  - b. Marketing Committee – Shawn Riley (Attachment 8.b)
    - i. Town Square Use Policy Amended (Attachment 8.b.i)
  - c. Parking Committee – John Casey
  - d. Organizational Committee – Carolann Ayers
  - e. Economic Development Committee – Aaron Cozart
    - i. Master Plan Update – Work Plan & Schedule (Attachment 8.e.i)
    - ii. Post Office Update
9. Future Meetings / Important Dates
  - a. Planning Commission Meeting – October 15, 2019
  - b. Trick or Treat Trail – October 19, 2019
  - c. Economic Development Committee – October 24, 2019
  - d. Streets of Treats – October 26, 2019
  - e. Happy Halloween! – October 31, 2019
  - f. Marketing Committee – November 7, 2019
  - g. Design Committee – November 11, 2019
  - h. NCBA Meeting – November 12, 2019
  - j. Executive Committee – November 13, 2019
  - k. DDA Boards Meeting – November 19, 2019
10. Board and Staff Communications
11. Adjournment – Next Meeting November 19, 2019

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

SEPTEMBER BENCHMARK 25%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 09/30/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/19 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	688,553.00	626,082.26	0.00	62,470.74	90.93	
370-000-403.010	DDA OPERATING LEVY	60,209.00	60,209.00	55,514.26	10,569.72	4,694.74	92.20	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00	
370-000-418.000	PROPERTY TAXES - OTHER	(2,500.00)	(2,500.00)	0.00	0.00	(2,500.00)	0.00	
PROPERTY TAXES		776,262.00	776,262.00	681,596.52	10,569.72	94,665.48	87.80	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	27,100.00	27,100.00	17,250.00	5,700.00	9,850.00	63.65	
GRANTS & OTHER LOCAL SOURCES		27,100.00	27,100.00	17,250.00	5,700.00	9,850.00	63.65	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	350.00	400.00	50.00	(50.00)	114.29	
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
MISCELLANEOUS REVENUES		350.00	550.00	400.00	50.00	150.00	72.73	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	639.69	390.87	1,860.31	25.59	
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	250.00	158.47	0.00	91.53	63.39	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	1,066.59	0.00	3,933.41	21.33	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(405.00)	1,238.71	0.00	(1,643.71)	(305.85)	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(61.61)	(10.15)	(538.39)	10.27	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(99.59)	0.00	(650.41)	13.28	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(291.00)	(97.45)	(53.79)	(193.55)	33.49	
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(19.77)	0.00	19.77	100.00	
INTEREST		6,100.00	5,704.00	2,825.04	326.93	2,878.96	49.53	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608.00	343,208.00	0.00	0.00	343,208.00	0.00	
FUND BALANCE RESERVE		62,608.00	343,208.00	0.00	0.00	343,208.00	0.00	
Total Dept 000		872,420.00	1,152,824.00	702,071.56	16,646.65	450,752.44	60.90	
TOTAL REVENUES		872,420.00	1,152,824.00	702,071.56	16,646.65	450,752.44	60.90	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	1,324.30	997.44	11,925.70	9.99	
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	1,170.00	244.42	0.00	925.58	20.89	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00	0.00	
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800.00	4,800.00	258.23	183.11	4,541.77	5.38	
370-753-967.000	FRINGE BENEFITS	14,355.00	14,355.00	1,458.83	909.88	12,896.17	10.16	
Total Dept 753 - DPW SERVICES		34,075.00	34,075.00	3,285.78	2,090.43	30,789.22	9.64	
Dept 861 - DESIGN COMMITTEE								

PERIOD ENDING 09/30/2019  
% Fiscal Year Completed: 25.14  
SEPTEMBER BENCHMARK 25%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2019 (ABNORM)	MONTH 09/30/19 INCR (DECR)	BALANCE (ABNORM)	
<b>Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>Expenditures</b>							
370-861-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	3,255.04	1,183.69	13,344.96	19.61
370-861-710.000	WAGES - PART TIME	20,620.00	20,620.00	8,581.82	223.74	12,038.18	41.62
370-861-726.000	SUPPLIES	625.00	625.00	9.99	0.00	615.01	1.60
370-861-740.050	DOWNTOWN MATERIALS	20,900.00	20,900.00	201.63	0.00	20,698.37	0.96
370-861-751.000	FUEL & OIL	1,000.00	1,000.00	172.22	0.00	827.78	17.22
370-861-801.000	CONTRACTUAL SERVICES	25,730.00	25,730.00	6,229.00	36.00	19,501.00	24.21
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,197.50	479.00	1,552.50	43.55
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	1,437.48	0.00	29,312.52	4.67
370-861-913.000	VEHICLE INSURANCE	360.00	360.00	267.00	89.00	93.00	74.17
370-861-920.010	ELECTRIC POWER	1,330.00	1,330.00	117.91	61.29	1,212.09	8.87
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	158.49	0.00	3,851.51	3.95
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	1,812.57	0.00	6,227.43	22.54
370-861-967.000	FRINGE BENEFITS	8,605.00	8,605.00	2,060.29	524.71	6,544.71	23.94
370-861-976.010	STREET FURNISHINGS	85,395.00	85,395.00	8,300.00	0.00	77,095.00	9.72
<b>Total Dept 861 - DESIGN COMMITTEE</b>		<b>239,215.00</b>	<b>239,215.00</b>	<b>33,800.94</b>	<b>2,597.43</b>	<b>205,414.06</b>	<b>14.13</b>
<b>Dept 862 - MARKETING</b>							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	3,255.07	1,183.69	13,344.93	19.61
370-862-710.000	WAGES - PART TIME	15,080.00	15,080.00	2,628.11	1,118.76	12,451.89	17.43
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,300.00	18,727.00	0.00	13,573.00	57.98
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	19,777.00	5,000.00	49,223.00	28.66
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	480.00	0.00	360.00	57.14
370-862-967.000	FRINGE BENEFITS	7,745.00	7,745.00	1,599.68	594.01	6,145.32	20.65
<b>Total Dept 862 - MARKETING</b>		<b>143,625.00</b>	<b>143,625.00</b>	<b>46,466.86</b>	<b>7,896.46</b>	<b>97,158.14</b>	<b>32.35</b>
<b>Dept 863 - PARKING</b>							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,300.00	1,627.56	591.86	6,672.44	19.61
370-863-710.000	WAGES - PART TIME	1,510.00	1,510.00	262.83	111.88	1,247.17	17.41
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	12,500.00	0.00	37,500.00	25.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620.00	394,134.00	22,605.00	0.00	371,529.00	5.74
370-863-967.000	FRINGE BENEFITS	3,405.00	3,405.00	718.46	262.40	2,686.54	21.10
<b>Total Dept 863 - PARKING</b>		<b>178,885.00</b>	<b>457,399.00</b>	<b>37,713.85</b>	<b>966.14</b>	<b>419,685.15</b>	<b>8.25</b>
<b>Dept 864 - ORGANIZATIONAL</b>							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	4,068.85	1,479.59	16,681.15	19.61
370-864-710.000	WAGES - PART TIME	7,540.00	7,540.00	1,314.03	559.37	6,225.97	17.43
370-864-726.000	SUPPLIES	1,150.00	1,150.00	608.47	608.47	541.53	52.91
370-864-730.000	POSTAGE	100.00	100.00	3.25	3.25	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	2,080.00	2,193.80	0.00	(113.80)	105.47
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	945.00	945.00	2,055.00	31.50
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	2,875.00	0.00	1,995.00	59.03
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,635.00	253.90	186.21	1,381.10	15.53
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	5,000.00	2,886.00	962.00	2,114.00	57.72

PERIOD ENDING 09/30/2019  
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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-920.000	UTILITIES	1,420.00	1,420.00	354.66	75.00	1,065.34		24.98
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,340.00	770.00	0.00	570.00		57.46
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	175.00	0.00	1,225.00		12.50
370-864-967.000	FRINGE BENEFITS	8,805.00	8,805.00	1,891.55	695.40	6,913.45		21.48
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	3,025.00	0.00	9,075.00		25.00
Total Dept 864 - ORGANIZATIONAL		69,365.00	71,255.00	21,429.53	5,514.29	49,825.47		30.07
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	4,068.75	1,479.57	16,681.25		19.61
370-865-710.000	WAGES - PART TIME	3,020.00	3,020.00	525.61	223.75	2,494.39		17.40
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	8,455.00	1,785.93	651.55	6,669.07		21.12
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	33,425.00	6,380.29	2,354.87	27,044.71		19.09
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830.00	173,830.00	14,415.00	14,415.00	159,415.00		8.29
Total Dept 945 - DEBT SERVICE		173,830.00	173,830.00	14,415.00	14,415.00	159,415.00		8.29
TOTAL EXPENDITURES		872,420.00	1,152,824.00	163,492.25	35,834.62	989,331.75		14.18
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	1,152,824.00	702,071.56	16,646.65	450,752.44		60.90
TOTAL EXPENDITURES		872,420.00	1,152,824.00	163,492.25	35,834.62	989,331.75		14.18
NET OF REVENUES & EXPENDITURES		0.00	0.00	538,579.31	(19,187.97)	(538,579.31)		100.00
BEG. FUND BALANCE		403,977.08	403,977.08	403,977.08				
NET OF REVENUES/EXPENDITURES - 2018-19				68,330.61		68,330.61		
END FUND BALANCE		403,977.08	403,977.08	1,010,887.00				

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User: Lward

DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE  
POST DATES 09/01/2019 - 09/30/2019  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Attachment 5.b

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-801.000	CONTRACTUAL SERVICES	ASCENSION PROVIDENCE H	NEW HIRE PHYSICAL	365682	10/09/19	113.00	111292
370-861-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	SIGN FOR TOWN SQUARE	1-30822	09/25/19	36.00	111179
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY RENTAL	A-56859	09/25/19	479.00	111184
370-861-913.000	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RIS	PREMIUM CONTRIBUTION #2 7/1/19-6/3	M0001315	09/11/19	89.00	111061
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICAL CHARGES	092519	09/25/19	61.29	111170
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 8/17-9/16/19	091619	10/09/19	14.55	500366
Total For Dept 861 DESIGN COMMITTEE						792.84	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	ALEXANDRA JAGGER	PHOTO BOOTH FOR SKELETONS ALIVE	108	10/09/19	350.00	111323
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	SEPT/OCT EVENT CARD PRINTING	60356	09/11/19	569.00	111041
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	SKELETON EVENT CARD PRINTING	60436	09/11/19	456.00	111041
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FOR SEEN, VILLE, ART	040	09/11/19	425.00	111082
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FOR EVENT CARDS, MEM	039	09/11/19	750.00	111082
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	AD IN SEPT SEEN MAGAZINE	264205	09/11/19	700.00	111094
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR RETAINER AND FACEBOOK POST	NORTHVILLE 10-19	09/25/19	2,100.00	111150
Total For Dept 862 MARKETING						5,350.00	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	LORI WARD	REIMBURSE MEETING REFRESHMENTS	LC00031863	09/11/19	26.45	111071
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 TONER, GLUE	359409398001	09/11/19	389.34	111035
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 TRASH BAGS, TONER, BATTERI	369623511001	09/11/19	77.98	111035
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 HEATER	363193416001	09/11/19	54.71	111035
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 RECORDER, FOLDERS	363193715001	09/11/19	59.99	111035
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL LEGAL JULY 201	10733693	09/11/19	385.00	111056
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE - JULY 201	117696	09/11/19	352.00	111090
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE - AUG 2019	118068	09/11/19	208.00	111090
370-864-910.000	LIABILITY & PROPERTY INS F	MICHIGAN MUNICIPAL RIS	PREMIUM CONTRIBUTION #2 7/1/19-6/3	M0001315	09/11/19	962.00	111061
Total For Dept 864 ORGANIZATIONAL						2,515.47	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						8,658.31	

**PA 57 INFORMATIONAL MEETING  
of the Northville DDA  
September 17, 2019  
Meeting Room A**

The PA 57 meeting of the DDA Board was called to order at 8:04 a.m.

**ROLL CALL**

**Present:** *Mayor Ken Roth, Carolann Ayers, DJ Boyd, Margene Buckhave, Aaron Cozart, Jim Long, Ryan McKindles, Shawn Riley, Mary Starring*

**Absent:** *John Casey, Greg Presley*

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Director, Marilyn Price/City Council, Sandi Wiktorowski/City Finance Director, Barbara Moroski-Browne/Resident, Brian Turnbull/Resident, Mike Zopf/Assistant Superintendent of Northville Public Schools*

**AUDIENCE COMMENTS**

None

**NEW REQUIREMENTS OF PA 57**

a. Informational Meetings

Ward shared as part of the new Public Act 57 (PA57), DDAs are now required to have 2 public meeting that all of the taxing jurisdictions are invited to attend. The informational meetings can be held at any time throughout the year. The DDA's second Informational Meeting is scheduled for December 17, 2019.

b. Website Requirements

PA 57 also requires DDAs to provide a list of relevant information on either the DDA or City's website. Ward said that about 80% of the required records and documents were already posted on the DDA's website prior to the change in the legislation. Ward has reached out to the DDA's web designer to update the look of the existing site and will be working with them to post all the missing documents by the December 31<sup>st</sup> deadline.

c. Reporting Requirements

Ward stated that Sandi Wiktorowski, Finance Director, prepares an annual report for the City/DDA. Ward said the PA 57 has additional requirements beyond what was previously required. DDA staff will be working with the Finance Department to ensure that the new data is included in the annual report by the December 31<sup>st</sup> deadline.

## **FINANCIAL OVERVIEW**

Ward provided a revenue and expenditure spread sheet for the fiscal year 2018/2019. Total revenue was \$801,692.15 and expenditures were \$733,361.54. The DDA's fund balance is \$472,307.69 with \$275,000 earmarked for parking renovations. Boyd questioned the depletion of the DDA fund balance for the upcoming parking repairs and maintenance. Ward said that the new PA 57 encourages DDA's to not sit on tax payers dollars by accruing a large fund balance. The DDA is required to report how the fund balance will be spent as part of the annual report. Riley expressed concern that the DDA fund balance not get too low and eliminate an emergency cushion. Sullivan spoke to the depletion of the City's Parking Fund and the need to build the revenue stream up again. In the past the City has established a Special Assessment District to pay for public parking. There are ongoing discussions about funding parking repairs for the long term. Boyd suggested a separate meeting to discuss in more detail, the DDA's fund balance.

## **DDA GOALS & OBJECTIVES**

Ward provided an attachment with the DDA's 2019-20 Goals and Objectives. Each Committee Chair or representative provided a summary of their Committee's planned activities for the year:

a. Design Committee

Boyd and Ward talked about the new entranceway signs and logo branding for the City of Northville. There will be a special meeting of the Design Committee to look at the various design proposals created by Bizzell Design.

b. Marketing Committee

Riley said the Marketing Committee is working with the Design Committee on a new and easily recognizable brand package for the DDA. Riley also made mention of the new improvements for the website, enhancing the downtown Holiday Event, continuing to do print marketing and advertising in various publications, and promoting the usage of Town Square for events.

c. Parking Committee

Ward reported for Casey. The committee is continuing to collect occupancy counts on the lots provided by the Police Department. The committee is also overseeing the parking deck and lot repairs, managing the conversion of lot lighting to LED, reviewing current parking requirements outlined in the zoning ordinance, and monitoring the usage of the electric charging stations.

d. Organizational Committee

Ayers talked about coordinating with the other DDA Committees to draft the annual goals and objectives for the DDA. The Committee also drafts the annual operation budget, makes quarterly budget amendments, and coordinates the Joint Planning Committee Meeting.

e. Economic Development Committee

Cozart said the EDC is one of the newer committees that was formed to be a resource for the Historic District Commission and Planning Commission. The EDC is a very diverse group of individuals with varying expertise. The work this past year has been focused on the Downs Project and Foundry Flask.

**BOARD & STAFF COMMUNICATIONS**

Moroski-Browne suggested returning plaques from the retired benches to sponsors or their family members. She also suggested giving those families a price break on purchasing a new bench if they so choose. Moroski-Browne expressed concern about the challenges of retaining a good business mix in downtown Northville. She made note of the increase in service businesses versus retail in the main floor storefronts. Moroski-Browne suggested more conversations around the business mix in the downtown with the various stakeholders.

Turnbull asked if there is a priority to develop an entertainment district along the Cady Corridor. Cozart said the EDC is encouraging development in that area and needs to ensure the infrastructure will support any planned development projects.

The next Informational Meeting is December 17, 2019

**Meeting adjourned at 8:47 am**

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director  
Northville DDA



**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Regular Meeting of September 17, 2019**  
**Meeting Room A**

The regular meeting of the DDA Board was called to order at 9:00 a.m.

**ROLL CALL**

**Present:** *Mayor Ken Roth, Carolann Ayers, DJ Boyd, Margene Buckhave, Aaron Cozart, Jim Long, Ryan McKindles, Shawn Riley, Mary Starring*

**Absent:** *John Casey, Greg Presley*

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Marilyn Price/City Council, Sandi Wiktorowski/City Finance Director, Barbara Moroski-Browne/Resident, Brian Turnbull/Resident, Mike Zopf/Assistant Superintendent of Northville Public Schools*

**AUDIENCE COMMENTS**

Moroski-Browne introduced herself and stated she was running for City Council.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent Agenda:

- a. August 2019 Financial Statement
- b. August 2019 Invoice Report
- c. August 20, 2019 Meeting Minutes

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

**BUDGET AMENDMENTS**

- a. 1<sup>st</sup> Quarter Budget Amendments  
Ward provided an attachment (5.a) with the complete first quarter budget amendments.
- b. Explanation of 1<sup>st</sup> Quarter Budget Amendments  
Ward highlighted three line items in the amended budget. First, Town Square rental is up because there have more rentals of the facility. Second, Ward stated that funds have been transferred from the DDA to the City's Parking Fund to fund the cost of the Cady Street Parking Deck rehabilitation. Lastly, the increase in Technology Support & Services have been higher this year because of increased fees charged by IT Right, the City's new IT.

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

## **TOWN SQUARE USE POLICY**

Ward stated that the DDA took over the management of Town Square from Parks and Rec 18 months ago. There was a rental agreement in place but not a use policy. Of late there have been some problems with people reserving city owned tables and chairs for concerts in advance and blocking patrons from using Town Square. Ward has created a Town Square Use Policy to address some of these issues.

Long brought up vaping and asked if we should include that with the no smoking policy. Sullivan said that other communities are also struggling with how to address vaping.

Boyd suggested signage to alert patrons about the new use policy for Town Square. McKindles requested the Use Policy be amended to also include no reserving of "space" in Town Square prior to events.

**Motion by McKindles, seconded by Buckhave** to approve the Town Square Use Policy as amended. **Motion carried unanimously.**

## **COMMITTEE INFORMATION AND UPDATE**

- a. *Design Committee* – No update
- b. *Marketing Committee* – No update
- c. *Parking Committee* – No update
- d. *Organizational Committee* – No update
- e. *Economic Development Committee* –
  - i. Post Office update

Sullivan stated that the Post Office has given the City notification that they will not be renewing their lease that expires in November 2022. The Post Office is currently located in a privately owned property. The Post Office is looking to build a new USPS owned 16,000 square foot facility in Northville on a 2.5 acre site. The Post Office gave the City 30 days from September 3<sup>rd</sup>, 2019 to provide public comments regarding a new location for the Post Office. The City suggested 3 locations, the old McDonald Ford Plant on 7 Mile, Foundry Flask off of Cady Street and the City owned property directly South of the Post Office. The Post Office replied that the 2 adjacent lots directly South of the Post Office was not a big enough site. Sullivan sent a note to the USPS asking for clarification about whether they could separate the retail center from the sorting facility and keep the retail office function in downtown Northville. The Post Office does not want to separate the 2 functions because it requires more staffing. Sullivan stated that the USPS has separated the 2 functions in other Cities.

Ayers commented that the Post Office is not in the DDA boundaries. She questioned what the current property is zoned and if it could be rezoned if the Post Office were to move. Sullivan replied that the property could be rezoned but the City would be sensitive to the residential community on Wing Street. Long commented that sensitivity to the surrounding neighborhood is important. Long lives in close proximity and hears truck noise in the middle of the night. Long suggested the property on the SW corner of Griswold and Cady would be an excellent location if the Watermark development does not go forward.

#### **FUTURE MEETINGS/ IMPORTANT DATES**

- a. Spectrum Fest – September 20, 2019
- b. Economic Development Committee – September 26, 2019
- c. Marketing Committee – October 3, 2019
- d. Skeletons are Alive – October 4, 2019
- e. Executive Committee – October 9, 2019
- f. Witches Night Out – October 10, 2019
- g. Handcrafters' Fall Fair – October 11 – 12, 2019
- h. Great Pumpkin Festival – October 12 – 13, 2019
- i. Design Committee – October 14, 2019
- j. DDA Boards Meeting – October 15, 2019
- k. Trick or Treat Trail – October 19, 2019
- l. Streets of Treats – October 26, 2019

#### **BOARD AND STAFF COMMUNICATION**

The next DDA Board meeting is November 19, 2019

**Meeting adjourned at 10:05 am**

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director  
Northville DDA

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

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

**ROLL CALL**

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

**Absent:** *Shawn Riley*

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

**INTRODUCTION OF NEW DDA BOARD MEMBER**

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

**AUDIENCE COMMENTS**

None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent Agenda:

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

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

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

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

## **SPONSORED BENCHES**

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

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

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

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

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

## **COMMITTEE INFORMATION AND UPDATE**

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

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

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

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

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

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

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

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

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

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

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

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

#### **FUTURE MEETINGS/ IMPORTANT DATES**

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

#### **BOARD AND STAFF COMMUNICATION**

The next DDA Board meeting is July 23, 2019

**Meeting adjourned at 9:35 am**

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director  
Northville DDA





## DDA Communications

**To:** DDA Board of Directors

**From:** Lori Ward, DDA Director

**Subject:** Food Trucks

**Date:** October 15, 2019

### Update:

The Planning Commission was contacted by Slows BBQ with a request for an interpretation of the current codes and ordinances to see if there was a location in the City where Slows, and other food trucks, could go on a temporary or seasonal basis to set up a food truck area with picnic tables. The trucks would be parked in the same spot 5 days (and nights) a week, for 3-5 months.

Discussions at the Planning Commission included the following:

- Temporary food trucks competed with brick and mortar restaurants, who had an investment in buildings, and who paid taxes.
- Some communities prohibited food trucks; others welcomed them as bringing a “cool” factor to their business areas.
- Commissioner Snyder said Slows BBQ had contacted him; he in turn referred Slows to the Building Official.

The consensus of the Commission was that Slows BBQ should attend a future Planning Commission meeting to describe the food truck operation. The Planning Commission will discuss food trucks at its October 15<sup>th</sup> meeting. The Building Official would also be invited to attend, and the DDA would be asked for their opinion about food trucks generally.

The DDA’s Economic Development Committee met on September 24, 2019 and food trucks was one of the items on the agenda. The Committee discussed the pros and cons of allowing food trucks, with no bricks and mortar presence in the downtown to set up for an extended time in the area. Several of the Committee members felt that food trucks are a big draw, and will attract new customers to Northville. Experience has shown us in Northville that when food trucks are present during a Special Event, the crowds that come to town far exceed the food trucks ability to serve the patrons and that many of the visitors end up at the existing downtown businesses. It was pointed out that this phenomenon happens during Special Events, and may not be the case on a typical summer/fall weekend.

Several Committee members state that food trucks bring in people that may not normally come to Northville and will see what Northville has to offer. It was also noted that retailers are also paying taxes and food trucks would support those retailers by bringing in people.

Another Committee member felt strongly that it was unfair for mobile food trucks, who do not pay property taxes in the City of Northville, to be allowed to come in and compete with existing businesses owners who do pay taxes, for those dining customers. The existing bricks and mortar restaurants not only pay taxes, but also contribute to the community in other ways throughout the year.

There was a general discussion regarding if modifications to the existing ordinance were made, would the bricks and mortar restaurants not oppose. The main discussion took place regarding limiting the geographic areas where food trucks could vend, to ensure that they were not taking business away from our existing bricks and mortar restaurants. The suggestion was made to not allow food trucks in the DDA or the CBD.

There was no consensus of the Committee on how to respond to this issue and the issue was referred back to the full DDA Board of Directors for discussion. Planning Commission will meet the night of the DDA Board meeting and the DDA's position would be forwarded to the Planning Commission for consideration during their deliberation.

## Mobile Food Vending (Food Truck) Registration

A Mobile Food Vending stand, vehicle or trailer (“food truck”) must be registered with the City to conduct business on privately-owned property. Food trucks are not permitted to operate on City streets or other city-owned property, except for trucks that are participating in a city-run event, or participating in an event that has been issued a Special Events Permit. Also, food trucks that are engaged by a private property owner for sole use at a private event (i.e. birthday party, graduation party, etc.) conducted on their property are not required to register with the City.

**To be considered for a Mobile Food Vending (Food Truck) Registration, the owner/operator must submit a complete application to the City Clerk’s Office for each stand, vehicle or trailer (food truck), which includes:**

1. A completed and signed Application for Mobile Food Vending (Food Truck) Registration Form
2. Copy of Driver’s Licenses of the applicant, and all business owners and managers noted on application
3. Copies of all necessary permits and licenses issued by the Wayne or Oakland County Health Department (as applicable).
4. Description of convictions, if applicable
5. Payment of the annual registration fee.

### **Food Truck and Operational Regulations:**

#### ***Food Truck Configuration***

- A. Food trucks are limited to 36 feet in length and nine (9) feet in width.
- B. Awnings for food trucks shall have a minimum seven (7) foot clearance between the ground level and the lowest point of the awning structure.

#### ***Locations and Hours***

- A. A Mobile Food Vending (Food Truck) Registration enables a mobile food vendor to temporarily park the registered stand, vehicle or trailer (food truck) upon private property and engage in the service, sale or distribution of ready-to-eat food for individual portion service to the general public directly from the vehicle.
- B. Registered food trucks are allowed to operate on private property in all zoning districts. (*Note that registration is not required for a food truck engaged by a private property owner to serve guests at a private event, such as a birthday or graduation party.*) Food trucks are not permitted to operate on City streets or other city-owned property, except for trucks that are participating in a city-run event, or participating in an event that has been issued a Special Events Permit.
- C. A vendor shall not operate a food truck within 1,000 feet of any city-run event, or an event that has been issued a Special Events Permit unless the vendor has obtained permission from the event sponsor.
- D. Hours of operation of the food truck may not exceed twelve (12) consecutive hours and may not extend past 10:00 p.m.
- E. A food truck shall not be left unattended and/or unsecured at any time.
- F. The Building Official may require buffering, screening, setbacks or other techniques to minimize impacts to neighboring properties.

***Customer Service and Dining Areas***

- A. No food shall be prepared, sold or displayed outside of the food truck; No outdoor cooking facilities, including grills, which are not contained in the food truck are permitted.
- B. All materials and supplies must be stored in the food truck.
- C. Food service shall be provided on the non-driving lane side of the food truck.
- D. The food truck shall not block or impair vehicle or pedestrian travel.
- E. No dining area, including but not limited to tables and chairs, benches, etc. are permitted.

***Noise and Trash***

- A. Outdoor amplification and other noise including sound from generators must comply with the City's noise ordinance. Unreasonable or excessive noise is prohibited. No music, high-decibel sounds, horns, or amplified announcements are allowed.
- B. Waste containers for public use must be provided. All trash associated with the food truck must be collected and disposed of off-site by the operators daily. All spilled food, food by-products, or other wastes must be cleaned up, and no dumping of gray water onto any land, street or into the storm drain is permitted. Trash may not be disposed of in any City trash can or dumpster.

***Signage and Lights***

- A. Only signage attached or applied on the food truck is permitted. No separate free-standing signs are allowed.
- B. Flashing, blinking or moving lights are prohibited on the food truck when such truck is parked and/or serving customers. All exterior lights with over 60 watts shall contain opaque hood shields to direct the illumination downwards.

***Utilities***

- A. The Mobile Food Vending (Food Truck) Registration Application shall be accompanied by a description of how any power and associated utilities and equipment needed for the operation of the food truck are provided. Consent from the property owner or adjacent property owner to use electrical power is required. All power sources must be self-contained and no power cable or equipment shall be extended to cross any public street, alley or sidewalk.
- B. No utilities shall be drawn from the public right-of-way.

Adopted by City Council 10/1/18

Project: Cady Street Parking Structure Restoration 2019  
 Location: Northville, MI  
 Project #: 24183249.01  
 Date of Site Visit: September 11, 2019  
 Weather Conditions: Sunny, 85°F  
 Prepared by: Justin Thomson  
 WGI

## 1.0 WORK IN PROGRESS

- 1.1 RAM starting site mobilization on Monday, September 9, 2019.
- 1.2 Moved existing public portable restrooms to exterior of the entrance/exit at Upper Level (Fig. 1).

## 2.0 ITEMS DISCUSSED/REVIEWED

- 2.1 Signage and barricades have been installed throughout the structure to help prevent public access (Fig. 2).
- 2.2 RAM has located and marked slab delaminations at the Upper Level by sounding the surface (Fig. 3). RAM to confirm the sounding along the south end of the slab. In general, there appears to be a modest increase in deterioration since the drawings were prepared. RAM is to track quantities closely to help ensure we stay on budget.
- 2.3 Concrete sealer to be installed at uncoated areas of the supported slab and the interior surface of the spandrels at the Upper Level.
- 2.4 Install missing and replace damaged post caps at perimeter railing to match existing based on unit rate. In addition, there is an allowance for miscellaneous railing repairs.
- 2.5 Asphalt repairs have been marked at the Lower Level.
- 2.6 RAM plans to start demolition at the supported slab tomorrow (September 12).

Please contact us if you have any questions or comments.

cc: Peter Brady (RAM), Dan Canedo (RAM), Ron Clapper (RAM), Lori Ward (Northville DDA), Loyd Cureton (Northville DPW), Mark Sampson (WGI)



Project: Cady Street Parking Structure Restoration 2019  
 Location: Northville, MI  
 Project #: 24183249.01  
 Date of Site Visit: September 26, 2019  
 Weather Conditions: Sunny, 74°F  
 Prepared by: Justin Thomson  
 WGI

## 1.0 WORK IN PROGRESS

- 1.1 Demolition for slab repairs at the Upper Level (Fig. 1).
- 1.2 Painting of perimeter railing at Lower Level (Fig. 2).

## 2.0 ITEMS DISCUSSED/REVIEWED

- 2.1 Asphalt repairs are complete. Sealing of asphalt joints/cracks still to be completed.
- 2.2 RAM hopes to pour back the second half of the Upper Level supported slab on Saturday (Sept 28), and plan to start on ceiling, column and wall repairs next week.
- 2.3 Joints passing through patches should be tooled.
- 2.4 Missing/damaged post caps have been replaced at the perimeter railing. Miscellaneous repairs of railing pickets still to be completed.
- 2.5 Painting of railings will continue next week.
- 2.6 WGI to confirm with DDA the termination point of perimeter railing paint at the pedestrian bridge. We propose painting to the end of the railing return to the pedestrian bridge walls (Fig. 3).
- 2.7 RAM discovered an expansion joint gland at Stair #1 (Fig. 1). Gland to be removed and replaced with approximately 18 LF of silicone sealant (work item 7.3). Refer to Detail 7/SR511. RAM will investigate at Stair #2.
- 2.8 RAM proposed installing an ADA pad in lieu of the curb repair at the Upper Level adjacent to Stair #2 (Fig. 4), and will provide pricing. WGI will review with DDA.
- 2.9 RAM plans to excavate for the concrete-to-asphalt joint repair at Upper Level entry on Monday and Tuesday of next week. We discussed removing and re-grading the section of curb at the west side of the entry to help improve drainage, and extending the waterproofing to the column beyond the curb (Fig. 5).
- 2.10 At a minimum, storm drain risers should be replaced between coupling bands (approx. 10 LF per location). RAM to investigate the condition of the piping at grade and behind the insulation.



Fig. 1



Fig. 2



Fig. 3



- 2.11 We discussed replacing the vertical and horizontal sections of standpipe adjacent Stair #1, including all fittings (Fig. 6). RAM to provide pricing.
- 2.12 We reviewed the retaining wall cracks to be injected (Fig. 7).

Please contact us if you have any questions or comments.

cc: Peter Brady (RAM), Dan Canedo (RAM), Ron Clapper (RAM), Lori Ward (Northville DDA), Loyd Cureton (Northville DPW), Mark Sampson (WGI)





## October Project Updates

### Bench Sponsorship Project

Two of the sponsored benches have arrived. The plaques are scheduled to be delivered this week and will be installed by DPW. Six of the ten benches have been sold. The DDA will continue to market the remaining benches.



### Rebecca's Alley

A draft, perpetual easement agreement was executed between the City of Northville and the owners of 134 N. Center Street (Rebecca's Restaurant). The project began on October 10<sup>th</sup> and should be completed by October 11<sup>th</sup>. Rebecca's has finally obtained an outdoor seating permit that can be utilized for the remainder of the season.

### Entranceway Signs

The Design Committee has agreed to provide guidance and feedback on the project. Bizzell is scheduled to be in Northville on November 11<sup>th</sup> to meet with the Design Committee and hold a mini workshop on both the DDA branding project and the entranceway signage. Other projects that will be discussed with Bizzell include the mural project and the banner north of the walkway.

### Seasonal Employees

The DDA has hired a seasonal groundskeeper that began 2 ½ weeks ago. Dan is retired from a sales career and is working full time for the DDA. He has plans to return in the spring to Supervise our other seasonal employees.

### Skeletons are Alive!



The Skeletons are Alive event was held on Friday, October 4<sup>th</sup> from 6-9pm. A map showing the location of the skeletons has been developed and will be distribute to the area businesses in the next few days. The map shows the location of 117 vignettes of skeletons throughout the Downtown that are part of the DDA program. In addition, there are numerous skeletons that are placed outside of the event area on N. Center Street and throughout the neighborhoods. The kickoff event, featured dancers, live music, face painters, a photo booth, stilt walkers, balloon

animals, and escape room, food trucks, and other local food vendors. In addition, 42 businesses sponsored skeletons and 5 businesses purchased new skeletons





for 2019. New skeletons include Northville High School Basketball Team, Pirate, Spinner, Clown, and Razor scooter. businesses purchased new skeletons including Bob Ross, Mad Scientist, Pilgrim, Northville Township fire fighter. The skeletons will remain on display throughout the month of October.

# **DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY September 2019:**

## **PUBLICITY:**

### **Press Releases sent:**

- September & October calendar of events
- Mod Market Opening
- Skeletons Are Alive Launch Party

### **Upcoming press materials:**

- November & December calendar of events
- Los Tres Amigos opening

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

- September 16 – The Northville Record – Preview on the opening of Mod Market
- September 1 – SEEN Magazine -- Northville Guide: Where to Eat, Drink and Shop

## **SOCIAL MEDIA:**

- Facebook ~ Continued to maintain the page, including daily posts on events and business announcements
  - Promoted Skeletons are Alive Launch Party post
- Twitter ~ Continued to maintain the page, including daily posts on events and business announcements
- Instagram ~ Continued to maintain the page, including daily posts on events and business announcements

## **PAID ADVERTISING:**

- Ad in September issue of The Ville
- Ad in September issue of SEEN Magazine
- Tipping Point “A Doll’s House Part 2” program
- Skeletons Launch Party ads in the Free Press (print and online);
  - 1/8<sup>th</sup> page Play & Go Entertainment section Run dates: Thursdays: 9/26, 10/3
  - 1/24<sup>th</sup> page Main paper Run dates: Mondays and Wednesdays: 9/23, 9/25, 9/30, 10/2
  - Digital ads on freep.com Run dates: 9/22-10/5
- Ad in Fall Parks & Rec brochure
- Ad in the Art House Fall brochure

## **UPCOMING PAID ADVERTISING:**

### **PRINT:**

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)

1. Ads in October 2019 – May 2020 issues of SEEN
- Quarter-page Ads in The Ville
    1. Ads in October 2019 – April 2020 issues of The Ville
  - Skeletons Launch Party ads in the Free Press (print and online); Entertainment sections 10/2, & 10/3
  - Ad in Parks & Rec Winter brochure
  - Ad in the Art House Winter brochure
  - Ad in Tipping Point Every Christmas Story Ever Told (And Then Some!) –Show runs Nov. 14 - Dec. 22

## Northville Downtown Development Authority Town Square Use Policy

Town Square is a public leisure area/open space located in Downtown Northville on the south side of Main Street between Center Street & Hutton Street. The area is open to the general public throughout the year. The square is equipped with several tables and chairs for use by the general public.

### General Rules:

1. Users of Town Square must behave in a way that does not interfere with the enjoyment and use by other users of the Town Square.
2. Town Square cannot be rented for private functions which hinder and/or prohibit the general public from its use. Any rentals utilizing this space, must have a completed a rental agreement approved and on file with the Northville Downtown Development Authority. **Access from Mary Alexander Court to Main Street must remain open.**
3. Tables, chairs, located in Town Square are to be used on a first-come, first-serve basis and cannot be reserved for future use, **nor can space be reserved by the placement of temporary objects.** Tables and chairs cannot be moved or altered out of their normal placement, unless approved as part of rental agreement.
4. Between late May and early October, Town Square will have a platform stage erected under the pavilion. The stage area can be used on a first-come, first-serve basis as long as the use does not hinder the general public's use of Town Square. If a user would like to reserve the platform stage and guarantee the use of the stage, a reservation must be approved by the Northville DDA.
5. Any activity that does not have a completed and approved rental agreement with the Northville Downtown Development Authority on file which causes any effect on Town Square's use by the General Public will be stopped immediately.
6. Due to underground heating coils, no heavy equipment or vehicles are permitted on the brick pavers and no stakes may be used to stabilize an erected tent or temporary structure.
7. Alcohol is not permitted within Town Square without an approved special liquor license issued through Northville City Hall.
8. All activities in Town Square must end no later than 11:00 p.m. daily.
9. There is no smoking allowed in Town Square at any time.

For additional information, please contact the Northville Downtown Development Authority at 248-349-0345 or [lward@ci.northville.mi.us](mailto:lward@ci.northville.mi.us).

# Master Plan Update - Work Plan & Schedule

City of Northville

October 8, 2019

Task Description	Week Of or PC Meeting Date:
<b>A. PROJECT KICK-OFF</b>	
1. Meet with City Manager, DDA Director, Planning Commission Chair to review work plan and schedule. Revise as needed. Review draft list of discussion topics.	Do Via E-mail
2. Present preliminary list of discussion topics, work plan/schedule to Planning Commission at regularly-scheduled meeting. (Brain Writing Process?) Revise as needed.	Oct. 15
<b>B. BACKGROUND STUDIES AND EXISTING LAND USE</b>	
3. CWA to map general location of new floodplain location and conduct Build-out Analysis to evaluate residential density at various levels/land use types on Racetrack property. Compare to adjoining neighborhoods.	Oct. 21
4. CWA to prepare information regarding key features of: <ul style="list-style-type: none"> <li>a. Traditional neighborhood layout/design</li> <li>b. Walkable streets and neighborhoods</li> <li>c. Streetscape elements (S. Center St.)</li> <li>d. "Entry Corridor" architecture</li> <li>e. "Entryway" features</li> <li>f. "Urban" stormwater/LID techniques</li> </ul>	Oct. 21
5. CWA to work with City Engineer to summarize traffic data for existing level of service at relevant intersections.	Oct. 21
6. Prepare and present background studies information to Planning Commission at regularly scheduled meeting. Include presentation by City Engineer discussing current traffic conditions, and effect build-out scenarios at Racetrack could have on level of service. Engineer to outline options for mitigation. if needed.	Nov. 5
<b>C. PUBLIC PARTICIPATION (SUBJECT TO PLANNING COMMISSION INPUT)</b>	
6. Prepare press release to announce launch of Master Planning process, and heads up for on-line survey. (Liz Cezat)	Oct. 15

Task Description	Week Of or PC Meeting Date:
7. Prepare "Visual Preference" on-line survey for the following topics: a. Mixed-use or single-use along Cady St. b. Uses at NE & NW corners S. Center/7-Mile Road c. Residential type/density on Farmer's Mkt. prop. d. Traditional neighborhood layout/design. e. Traditional neighborhood architecture f. Walkable streets and neighborhoods g. Streetscape elements (S. Center St.) h. "Entry Corridor" architecture i. "Entryway" features j. "Urban" stormwater/LID techniques	Nov. 5
8. Share "Visual Preference" survey with City Staff/Planning Commission. Revise as needed.	Nov. 19
9. Post "Visual Preference" survey online, and collect information over 3-4 week time period. Summarize results.	Nov. 25
10. (Optional) Prepare materials and conduct Open House event. Establish 3-5 stations that address specific topics and ask visitors to weigh-in on specific questions. Include one station on "Master Planning" basics. Summarize results.	Dec. 3
12. Share summary results with Planning Commission. Conduct "voting" process with Commissioners to establish consensus on Survey/Open House results.	Dec. 17

#### D. MASTER PLAN DOCUMENT DEVELOPMENT

13. Use background information and results of public input/voting to draft Master Plan update. Include any traffic mitigation recommendations from City Engineer. Share with City staff and revise as needed. Discuss with Planning Commission at regularly-scheduled meeting. Revise as needed.	Jan. 21, 2020
14. Discuss revised Master Plan draft with Planning Commission at regularly-scheduled meeting. Revise as needed.	Feb. 4
15. Discuss revised Master Plan draft with Planning Commission at regularly-scheduled meeting. Revise as needed.	Feb. 18
16. Discuss revised Master Plan draft with Planning Commission at regularly-scheduled meeting. Revise as needed. Send to City Council (March 16) for review and approval for distribution.	March 3
17. Prepare distribution memo/materials. Clerk to distribute draft document for comment (42-day comment period).	March 23

Task Description	Week Of or PC Meeting Date:
18. Receive and summarize Master Plan comments from neighboring communities/public entities. Discuss with Planning Commission. Schedule Public Hearing.	May 5
19. Conduct Public Hearing at Planning Commission meeting. Discuss comments with Planning Commission. Revise document as needed.	June 2
20. Discuss revised Master Plan draft with Planning Commission at regularly-scheduled meeting. Finalize document.	June 16
21. Planning Commission to adopt Master Plan amendments. Send to City Council for acceptance.	July 7
22. City Council reviews and accepts Master Plan amendments.	July 20
23. Prepare finalized Master Plan document.	