

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
December 17, 2019 – DDA Board Meeting**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. October 2019 Financial Statement (Attachment 4.a)
 - b. October 2019 Invoice Report (Attachment 4.b)
 - c. October 15, 2019 DDA Board Meeting Minutes (Attachment 4.c)
 - d. August 20, 2019 Amended DDA Board Meeting Minutes (Attachment 4.d)
 - e. 2nd Quarter Budget Amendments (Attachment 4.e)
 - f. Explanations of 2nd Quarter Budget Amendments (Attachment 4.f)
5. Watermark Development Update – Greg Presley (Attachment 5)
6. Special Event Committee Update – Shawn Riley
7. Committee Information and Updates (Attachment 7)
 - a. Design Committee – DJ Boyd (Attachment 7.a)
 - b. Marketing Committee – Shawn Riley (Attachment 7.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart
8. Future Meetings / Important Dates (Attachment 8)
 - a. DDA Board Meeting Date Schedule (Attachment 8.a)
9. Board and Staff Communications
10. Adjournment – Next Meeting January 21, 2020

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 11/30/2019

% Fiscal Year Completed: 41.80

NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 11/30/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/19 INCR (DECR)	AVAILABLE		% BGDG 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	56,811.65	46.21	3,397.35	94.36	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	34,143.93	0.00	(4,143.93)	113.81	
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	717,037.84	46.21	59,224.16	92.37	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	27,100.00	27,100.00	21,095.00	2,000.00	6,005.00	77.84	
GRANTS & OTHER LOCAL SOURCES		27,100.00	27,100.00	21,095.00	2,000.00	6,005.00	77.84	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	350.00	400.00	0.00	(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	0.00	150.00	72.73	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	2,138.78	0.00	361.22	85.55	
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	250.00	317.34	0.00	(67.34)	126.94	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	3,473.59	0.00	1,526.41	69.47	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(405.00)	1,090.69	0.00	(1,495.69)	(269.31)	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(127.66)	(29.65)	(472.34)	21.28	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(219.79)	(64.30)	(530.21)	29.31	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(291.00)	(180.01)	(40.76)	(110.99)	61.86	
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(42.25)	0.00	42.25	100.00	
INTEREST		6,100.00	5,704.00	6,450.69	(134.71)	(746.69)	113.09	
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	744,983.53	1,911.50	407,840.47	64.62	
TOTAL REVENUES		872,420.00	1,152,824.00	744,983.53	1,911.50	407,840.47	64.62	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	6,331.77	4,511.11	6,918.23	47.79	
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	1,170.00	353.16	108.74	816.84	30.18	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	386.14	0.00	113.86	77.23	
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800.00	4,800.00	2,008.20	1,581.69	2,791.80	41.84	
370-753-967.000	FRINGE BENEFITS	14,355.00	14,355.00	6,507.72	4,517.37	7,847.28	45.33	
Total Dept 753 - DPW SERVICES		34,075.00	34,075.00	15,586.99	10,718.91	18,488.01	45.74	
Dept 861 - DESIGN COMMITTEE								

PERIOD ENDING 11/30/2019
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NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2019 NORM (ABNORM)	MONTH 11/30/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-861-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	7,254.84	2,816.12	9,345.16	43.70
370-861-710.000	WAGES - PART TIME	20,620.00	20,620.00	13,169.31	2,171.24	7,450.69	63.87
370-861-726.000	SUPPLIES	625.00	625.00	95.82	0.00	529.18	15.33
370-861-740.050	DOWNTOWN MATERIALS	20,900.00	20,900.00	2,621.35	2,410.78	18,278.65	12.54
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	8,317.25	1,154.75	17,412.75	32.33
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,676.50	0.00	1,073.50	60.96
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750.00	30,750.00	12,293.36	10,836.00	18,456.64	39.98
370-861-913.000	VEHICLE INSURANCE	360.00	360.00	356.00	89.00	4.00	98.89
370-861-920.010	ELECTRIC POWER	1,330.00	1,330.00	245.51	65.87	1,084.49	18.46
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	299.53	0.00	3,710.47	7.47
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	2,763.21	0.00	5,276.79	34.37
370-861-967.000	FRINGE BENEFITS	8,605.00	8,605.00	3,888.40	1,133.70	4,716.60	45.19
370-861-976.010	STREET FURNISHINGS	85,395.00	85,395.00	16,600.00	8,300.00	68,795.00	19.44
Total Dept 861 - DESIGN COMMITTEE		239,215.00	239,215.00	69,798.35	28,977.46	169,416.65	29.18
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	7,254.85	2,816.10	9,345.15	43.70
370-862-710.000	WAGES - PART TIME	15,080.00	15,080.00	5,165.59	1,556.24	9,914.41	34.25
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	20,786.00	0.00	11,514.00	64.35
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	33,209.88	8,296.85	35,790.12	48.13
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	639.98	124.99	200.02	76.19
370-862-967.000	FRINGE BENEFITS	7,745.00	7,745.00	3,269.23	1,086.19	4,475.77	42.21
Total Dept 862 - MARKETING		143,625.00	143,625.00	70,325.53	13,880.37	73,299.47	48.96
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,300.00	3,627.49	1,408.07	4,672.51	43.70
370-863-710.000	WAGES - PART TIME	1,510.00	1,510.00	516.60	155.63	993.40	34.21
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	25,000.00	0.00	25,000.00	50.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620.00	394,134.00	45,210.00	0.00	348,924.00	11.47
370-863-967.000	FRINGE BENEFITS	3,405.00	3,405.00	1,474.72	494.93	1,930.28	43.31
Total Dept 863 - PARKING		178,885.00	457,399.00	75,828.81	2,058.63	381,570.19	16.58
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	9,068.56	3,520.09	11,681.44	43.70
370-864-710.000	WAGES - PART TIME	7,540.00	7,540.00	2,582.78	778.13	4,957.22	34.25
370-864-726.000	SUPPLIES	1,150.00	1,150.00	627.63	0.00	522.37	54.58
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	2,080.00	2,532.50	154.90	(452.50)	121.75
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	3,110.49	1,027.99	(110.49)	103.68
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	327.14	73.24	1,307.86	20.01
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	5,000.00	3,848.00	962.00	1,152.00	76.96

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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-920.000	UTILITIES	1,420.00	1,420.00	574.00	101.12	846.00		40.42
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,340.00	1,290.00	255.00	50.00		96.27
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	3,866.74	1,285.16	4,938.26		43.92
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	6,050.00	0.00	6,050.00		50.00
Total Dept 864 - ORGANIZATIONAL		69,365.00	71,255.00	36,996.11	8,157.63	34,258.89		51.92
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	9,068.41	3,520.10	11,681.59		43.70
370-865-710.000	WAGES - PART TIME	3,020.00	3,020.00	1,033.12	311.26	1,986.88		34.21
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	3,666.52	1,231.14	4,788.48		43.37
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	33,425.00	13,768.05	5,062.50	19,656.95		41.19
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	1,152,824.00	296,718.84	68,855.50	856,105.16		25.74
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	1,152,824.00	744,983.53	1,911.50	407,840.47		64.62
TOTAL EXPENDITURES		872,420.00	1,152,824.00	296,718.84	68,855.50	856,105.16		25.74
NET OF REVENUES & EXPENDITURES		0.00	0.00	448,264.69	(66,944.00)	(448,264.69)		100.00
BEG. FUND BALANCE		472,307.69	472,307.69	472,307.69				
END FUND BALANCE		472,307.69	472,307.69	920,572.38				

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 11/01/2019 - 11/30/2019
 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	GAJE WAREHOUSE	CEDAR GARLAND FOR THE LIGHT POLES	2454	11/20/19	2,364.00	111695
370-861-740.050	DOWNTOWN MATERIALS	JERI JOHNSON	CHRISTMAS TREE SUPPLIES	112119	12/04/19	46.78	111763
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE AND INTERNET	110519	11/06/19	299.00	500371
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWNSQUARE WIFI	111719	11/20/19	255.75	111653
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	WINTERIZING SPRINKLER SYSTEM	188992	11/20/19	600.00	111664
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	FALL PLANTINGS	019-14-102219	11/06/19	5,524.00	111552
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	LANDSCAPE REPAIR AND REPLACMENT	19-14-0102119	11/06/19	3,038.00	111552
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	LANDSCAPE AT CHURCH AND CADY STREET	10-14-102019	11/06/19	2,274.00	111552
370-861-913.000	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RIS	PREMIUM CONTRIBUTION 7/1/19-6/30/20	M0001315	12/04/19	89.00	111789
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICITY CHARGES	112019	11/20/19	65.87	111661
370-861-976.010	STREET FURNISHINGS	CONCEPTUAL SITE FURNIS	BALANCE DUE ON BENCH ORDER	15364	11/06/19	8,300.00	111550
Total For Dept 861 DESIGN COMMITTEE						22,856.40	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	NOV DEC EVENT CARD PRINTING	61062	11/06/19	569.00	111509
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	JULY AUGUST EVENT CARD PRINTING	GV45534	11/06/19	471.00	111533
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FOR ADS AND EVENT CA	041	11/06/19	950.00	111547
370-862-801.000	CONTRACTUAL SERVICES	NORTHVILLE PARKS & REC	AD IN WINTER PARKS AND REC BROCHURE	2019-W	11/06/19	254.00	111574
370-862-801.000	CONTRACTUAL SERVICES	NORTHVILLE PARKS & REC	TUNES FOR TUESDAY SPONSORSHIP	1900002600	11/06/19	2,000.00	111574
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	NORTHVILLE 12-19	11/20/19	2,000.00	111635
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	SANTA POSTCARDS	61149	11/20/19	335.00	111636
370-862-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	SANTA HOURS A-FRAME SIGN	1-31078	11/20/19	94.00	111667
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	NOV/DEC EVENT CARDS	GV45950	11/20/19	486.00	111674
370-862-801.000	CONTRACTUAL SERVICES	DETROIT NEWSPAPER PART	SKELETONS ALIVE ADS	0002934478	11/20/19	437.85	111708
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	SEEN AD	265069	11/20/19	700.00	111713
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	LIST SERV - MAILCHIMP REIMBURSEMENT	MC10510889	11/20/19	124.99	111680
Total For Dept 862 MARKETING						8,421.84	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	I.T. RIGHT ,INC	IT SERVICES	20161999	11/06/19	68.00	111579
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA WIFI	111619	11/20/19	86.90	111654
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE - SEPT 201	118388	11/06/19	595.99	111560
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE OCT 19 (6.	118911	11/20/19	432.00	111706
370-864-910.000	LIABILITY & PROPERTY INS	MICHIGAN MUNICIPAL RIS	PREMIUM CONTRIBUTION 7/1/19-6/30/20	M0001315	12/04/19	962.00	111789
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE AND INTERNET	110519	11/06/19	26.12	500371
370-864-958.000	MEMBERSHIP & DUES	AMERICAN PLANNING ASSO	APA MEMBERSHIP	094129-19106	11/06/19	255.00	111504
Total For Dept 864 ORGANIZATIONAL						2,426.01	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						33,704.25	

**DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of November 19, 2019
Meeting Room A**

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

ROLL CALL

Present: *Mayor Brian Turnbull, Carolann Ayers, DJ Boyd, Margene Buckhave, John Casey, Aaron Cozart, Jim Long, Ryan McKindles, Greg Presley, Shawn Riley, Mary Starring*

Absent:

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Marilyn Price/City Council, Sandi Wiktorowski/Finance Director, Joe Koloski/CPA Plante Moran, Fred Sheill/Resident, Jeremy Goodman/Resident, Dave Gutman/Resident, Nancy Darga/Resident,*

INTRODUCTION OF MAYOR BRIAN TURNBULL

Riley introduced Mayor Brian Turnbull and welcomed him to the DDA Board. Turnbull thanked everyone and expressed his enthusiasm for the work being done by the various DDA committees.

AUDIENCE COMMENTS

None

APPROVAL OF CONSENT AGENDA

Long questioned the "local community stabilization share" budget line item. Wiktorowski explained it is the personal property tax reimbursement we get from the state for the loss of tax revenue.

Long clarified that in the October 2019 Board Meeting Minutes under Board and Staff communications that he was not concerned about the waste disposal receptacle bin behind Table 5 but was speaking about the South elevation entrance directly behind Table 5. Presley said he is working with Table 5 on a design to enhance their outdoor patio space. Johnson will amend the October 2019 Board Meeting Minutes.

Ward mentioned the August DDA Board Meeting and August DDA Informational Board Meeting minutes were amended to reflect that Ken Roth was not present

Consent Agenda:

- a. October 2019 Financial Statement
- b. October 2019 Invoice Report
- c. October 15, 2019 DDA Board Meeting Minutes
- d. September 17, 2019 Amended DDA Board Meeting Minutes
- e. September 17, 2019 Amended DDA Informational Board Meeting Minutes

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

PRESENTATION OF DDA AUDIT – PLANTE MORAN

Ward introduced Joe Kowalski, CPA from Plante Moran who will answer any questions the Board members have regarding the recent audit.

a. Audit Letter

Kowalski stated that the audit for the DDA year end June 30th, 2019 was completed. Plante Moran issued an unmodified opinion (clean) with no internal control observations and no errors. Kowalski thanked Wiktorowski for her excellent work in preparing the documents for audit.

b. DDA Financial Report

Kowalski referred the Board to the Management's Discussion and Analysis of the financial report to get a good overview of the DDA's current net position compared with 2 prior years. There has been a growth in assets (\$64,130.00) and a reduction in expenses (\$20,070.00) because the wayfinding signage project was finished.

Presley questioned why the DDA's Public Works budget went up \$20,000. Ward said that the DDA is being charged for more DPW services in the downtown that used to be funded by the City's civic events budget.

Kowalski drew attention to the net increase in the DDA fund balance and what level of fund balance should be maintained moving forward. Kowalski stated that there are many things to be considered when addressing a fund balance: debt, funds for ongoing operations and future projects. It is also necessary to set aside funds for contingencies and emergencies that can be unpredictable. Ward mentioned in the new PA 57 requirements the State is not encouraging pay as you go projects. If you do not use all your yearly revenue the State is requiring you to give a reason for the accumulation of funds. Hence the State of Michigan is not encouraging a large fund balance. Kowalski suggested to get around this requirement earmark the fund balance to specific needs for upcoming future projects. Casey stated that the net position to revenues is roughly 60% and asked if that is a common number relative to other communities. Kowalski replied that there is a wide variety of fund balance percentages in DDA budgets. He mentioned the general rule is 5 – 30% of operating funds should be available in the DDA's fund balance. Ward mentioned that the DDA's fund

balance has already been depleted because of the Cady Street parking deck project and the upcoming MainCentre parking deck project.

Kowalski drew attention to the captured taxes section of the report that shows . There has been an increase of 3.6% because of captured taxable value. Ward mentioned that under the new PA 57 Act the DDA will not be able to continue to collect TIF revenue from the Northville District Library (\$30,000.00) after the DDA's bonds are paid off in 2025.

Kowalski thanked the City staff for their cooperation throughout the audit.

PARKING REHABILITATION PROJECTS

a. Final Report for Cady Street Parking Deck

Ward said her experience with RAM construction was seamless. They completed the work on time and came in on budget. The work has been completed with the exception of a few punch list items.

b. RAM Change Order

The change order does not require any Board action because the contract with RAM included a 10% contingency fund. The DDA only used \$3,285.35 of the contingency fund to date.

c. MainCentre Parking Deck Repairs

Ward stated that she and Sullivan have been trying to negotiate an agreement with Singh for partial funding of the MainCentre Deck repairs because they utilize the majority of the lower level spaces for their tenants. Those negotiations have not resulted in an agreement. RAM has agreed to honor their previous unit prices for the scheduled spring repairs, saving the DDA from having to rebid the project.

d. WGI Change Order

WGI requested additional funds to compensate the firm for the cost of separating the two parking deck projects for separate construction phases. The lack of an agreement with Singh to partially fund the MainCentre deck repairs resulted in the need to separate the two projects. WGI will now have to put together a new set of specifications for just the MainCentre Deck. They are requesting 19,600 in fees and \$800 in reimbursables. Plus, an additional \$1600 to run testing through their contract and not a separate SME contract. The total expenditure for the WGI change order is \$62,300, including testing and \$2,300 in reimbursables.

Sullivan shared with the Board that Singh is taking the position that in the original parking agreement from 1994 they paid for parking credits and it is the City's responsibility to pay for upkeep and repairs. The City has started the process of establishing a Special Assessment district to assess Singh for the improvements. The City attorney is advising the City on how to best negotiate taking into account the existing agreement the City has with Singh. Ward mentioned that the elevator and stair tower are only used by MainCentre tenants so the City could choose to close those facilities.

Ayers questioned whether we could have a closed session to discuss this situation further. Sullivan said he would ask the City Attorney.

Presley questioned why we could not increase the parking fee for the 19 spaces that don't belong to Singh. The fee is now \$10 per month for all spaces which Singh is collecting for administration costs. Right now, they assigning all the spaces and of course the MainCentre residents get first priority.

Presley asked if we would lose leverage with Singh by agreeing to the WGI change order. Ward thinks we need to move forward with the deck repairs before the condition of the deck becomes even worse. It will most likely take several months to get any sort of agreement with Singh.

Motion by Long, seconded by McKindles to approve the WGI Change Order request.
Motion carried unanimously.

COMMITTEE INFORMATION AND UPDATE

a. Design Committee:

Boyd stated the Design Committee met with Buzz Bizzell of Bizzell Design on November 11th. The Committee was able to give Bizzell some feedback on his new branding designs for the City/DDA. He will now go back and update some of the designs based on the feedback he received at the meeting. Overall the Design Committee was very pleased with the initial designs and look forward to see the updated graphics. Ward said the focus is on a new brand development and graphics for the DDA that we can use in our marketing campaigns and signage. Boyd mentioned that Bizzell recommended a strategic rollout and celebration of the new designs Citywide. Bizzell suggested a Spring rollout (mid-May) so the weather is nicer.

b. Marketing Committee:

Riley said the Marketing Committee has been meeting every month at a different non-profit location and allowing them to highlight the programs they're promoting. Ward mentioned what a collaborative group this has been, working together to ensure the success of each other's events. The Committee has expressed concern about the amount of street closings throughout the summer. There were 34 event street closures last year. Sullivan cautioned if the Marketing Committee wants to make changes to the event application or the number of events, they need to do it soon because there are already several event applications submitted for next year. The events that give cause for concern are the one day for private for-profit vendor events that close down Main Street.

Darga said recently she was able to gather information from the merchants as she walked the town and discovered the merchants were very frustrated about the amount and quality of events. The events they liked best were the ones that brought in foot traffic. She suggested doing a more formal survey of the merchants to get their feedback on events. They were also concerned about the amount of retail shops being replaced by service businesses.

Casey questioned if we could cap the number of events to the same as last year. Boyd felt capping the events at last years level was not sufficient because there were too many events with back to back weekends closing the streets. Riley said that not all events should be on Main Street. There are other locations in town that would be as good, if not better, for some of our current events. Casey said we need to take action now to get in front of next years schedule. Sullivan suggested putting a Special Event Committee together to look at these issues. Turnbull said he plans to have a meeting before the end of the year to bring all the downtown businesses together for a question and answer session. Ayers mentioned that several years ago Gibbs, hired as a consultant, advised the City to have more living space in downtown. Ayers also said the City of Northville has 5-year strategic plan that should be used to help guide us with our downtown issues. Sullivan suggested we put a hold on events till we have the time to survey the merchants and make changes to the event application and policy.

Boyd recommended to City Council that we establish a moratorium for the next 60 days on any event approval that requires the closing of Main Street and or Center Street in the downtown environment. In addition to a moratorium on already submitted applications we recommend a temporary stop to the acceptance of applications for new events that require the closing of Main Street and or Center Street in the downtown environment. Subsequent to the opening of the window we will have in place a formal process for the quality and quantity of events that would allow us to close our downtown streets and consideration the need for historical parades.

Motion by Boyd, seconded by McKindles to approve the moratorium on events for the next 60 days. **Motion carried unanimously.**

c. *Parking Committee:* No update

d. *Organizational Committee:*

Ayers will be gone until after the first of the year.

e. *Economic Development Committee:*

Cozart said that the EDC committee has not formally met but there has been a lot going on behind the scenes.

i. *Master Plan Update:*

Ward provided the Master Plan Update background studies for the DDA Board to review. The Planning Commission is moving forward with updating the Master Plan.

ii. *Watermark Development:*

Cozart said the newest drawings for the Watermark development were included in the Board's packet and will be discussed at the Planning Commission tonight (November 19, 2019). Presley has been hired as a consultant on the Watermark project to help move the project in a better

direction. Presley is looking forward to hearing the opinions of the Planning Commission. Presley pointed out that the new drawing has three separate event spaces which could help with street closure issues.

FUTURE MEETINGS/ IMPORTANT DATES

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

BOARD AND STAFF COMMUNICATION

Long expressed concern over advice given by the City's planner, Carlisle Wartman on the Downs and other project.

Long questioned the Ford Field Use Policy and why Mill Race Village are given special consideration when other businesses are not. Turnbull is looking into other funding options for Mill Race so that they will not need to charge for the use of Ford Field because of lost wedding revenue.

The next DDA Board meeting is scheduled for December 17, 2019.

Meeting adjourned at 10:15 am

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director
Northville DDA

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of October 15, 2019
Meeting Room A

The regular meeting of the DDA Board was called to order at 8:03 a.m.

ROLL CALL

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

Absent: *Ryan McKindles, Mary Starring*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Marilyn Price/City Council, Brian Turnbull/Resident, Fred Sheill/Resident, Jeremy Goodman/Resident, Dave Gutman/Resident, Nancy Darga/City Council*

ORGANIZATIONAL DISCUSSION

Boyd clarified the process for audience comments at DDA meetings. Comments from the audience will be solicited by the Board Chair. If the comment is regarding a topic that is part of the agenda it will be discussed during that line item on the agenda. If the comment is regarding a topic that is not part of the agenda Boyd suggested adding it to the agenda. This would keep things moving in an orderly fashion. Long was concerned that this process would stifle dialogue with the audience and fellow Board members. Ayers clarified it would just be for audience comments and not Board member discussions. Roth too was concerned that this might stifle audience comments and that adding additional agenda items may not be necessary since most comments are not that lengthy. Boyd agreed that not every topic would need to be added to the agenda just ones that needed more discussion and Board input. The Board Chair would have the discretion whether it would be necessary to add a topic to the agenda.

Boyd stated that when adjustments are made to the minutes they should be brought back to the Board at the next meeting for review and approval. This could be done under the Consent Calendar.

The Organizational Committee would like to see better DDA representation at City Council meetings. They suggested a DDA Board representative attend all Council meetings since we have a vested interest in what they discuss. The Board members could take turns attending. Roth said it would be nice if the Board representative could do a short presentation to City council outlining what the DDA has been accomplishing.

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda:

- a. September 2019 Financial Statement
- b. September 2019 Invoice Report
- c. September 17, 2019 Informational Meeting Minutes
- d. September 17, 2019 DDA Board Meeting Minutes
- e. June 18, 2019 Amended DDA Board Meeting Minutes

Roth requested to amend the September 17th Informational Meeting Minutes and the DDA Board Meeting Minutes to reflect that he was not present. **Motion by Ayers, seconded by Buckhave** to approve the Agenda and Consent Agenda as amended. **Motion carried unanimously.**

SEMI-PERMANENT FOOD TRUCKS

Ward stated 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 locate 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 for up to 5 days (and nights) a week, for a 3-5 month period.

The Planning Commission will discuss food trucks at its October 15th meeting. The DDA was asked for their opinion about food trucks generally and specifically in the downtown.

The DDA's Economic Development Committee met on September 24, 2019 and discussed the topic of food trucks. 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. There were several varying opinions expressed with no conclusion being reached. The EDC decided to bring the discussion back to the DDA Board.

Ward stated that some of the EDC members were concerned that food trucks are not brick and mortar so don't have the burden of paying taxes. This gives them an unfair advantage. Other EDC committee members said there is a "cool factor" associated with food trucks and this would bring people to Northville. There was also discussion about limiting the geographic area where a pop-up food truck could park which might mitigate the impact they would have on downtown restaurants.

Casey is very concerned about the impact this would have on downtown restaurants. He reached out to several restaurants to get their opinions and they were equally concerned. Casey wrote a letter on behalf of several downtown restaurants that he will present at the next Planning Commission meeting. The restaurant owners that Casey spoke to were frustrated that they have paid property taxes for years and food trucks would have an unfair advantage because they can set up during peak season and not pay any taxes. Buckhave asked if there is a fee structure that food trucks pay to set up on City property. Ward said the City does not charge for special events and if they set up on private property, the City has an annual registration fee. Ward requested

guidance on locations that may be acceptable within the City borders for food trucks to locate. Casey said he did not have a problem with food trucks outside the CBD and Cady Street overlay borders. Sullivan suggested requiring a site plan review for food trucks wanting to set up in the City. This would address parking concerns and other unforeseen issues. Roth asked if there was a consensus of the Board to recommend to the Planning Commission that no food trucks be allowed in the CBD and Cady overlay with the exception of special events. Cozart mentioned the discussion at the EDC meeting included favorable opinions on food trucks as well. Food trucks cater to a younger demographic in turn driving more foot traffic into town. This increased traffic is good for retailers who also pay taxes. Riley and Casey will attend the Planning Commission Meeting on behalf of the DDA.

Motion by Boyd, seconded by Ayers to prohibit the setup of mobile semi-permanent food trucks inside the DDA boundaries with an exception for special events. **Motion carried unanimously.** Casey recused himself from voting.

CADY STREET PARKING REHABILITATION UPDATE

Ward drew attention to attachment 7 in the Board packet that highlights the work and progress on the Cady Street deck. RAM Construction is ahead of schedule and the deck should be reopened by the end of this week. The project took a total of 5 weeks. Ward will send out a note to all our internet subscribers and the downtown businesses letting them know the when deck will be reopened. Ward said that working with WGI and RAM has been seamless and she was very pleased with the outcome.

COMMITTEE INFORMATION AND UPDATE

a. Design Committee:

Ward mentioned that the Design committee will be participating in a workshop with Buzz Bizzell on November 11th at 3:00 pm to discuss the new branding and entranceway signage for the City.

b. Marketing Committee:

Riley stated that at the Marketing Committee meeting, the Committee spent a great deal of time discussing all the various downtown events that require street closures. The Committee decided a sub-committee should be formed to examine the City's event policies in more depth. Darga questioned the need for street closures at events that have poor attendance. Ward agreed that there needs to be more scrutiny during the event application process to look at attendance from previous years. Sullivan expressed concern that we survey all businesses to find out if they are opposed or in favor of events. Riley agreed to follow up with the Marketing Committee to get a sub-committee formed to address all event policy issues.

Amended: Riley said the Marketing Committee discussed the amendments to the Town Square Use Policy and they agreed with all the proposed changes.

- c. *Parking Committee:* No update
- d. *Organizational Committee:* Ayers stated she reviewed her copy of the Northville Downtown Strategic Plan Update from 2017. The plan is very clear about DDA Committee responsibilities. For example, the Organizational Committee has several action plans with designated as high priority. Ayers feels it is important to revisit the Strategic Pan on occasion to make sure we are staying focused on the high priority action items laid out for all the DDA Committees.
- e. *Economic Development Committee:*
 - i. Master Plan Update: Cozart said the Master Plan has been reopened and updates are being made. Sullivan said the Planning Commission is just starting to address how they move forward with meetings to discuss the reopened master Plan. The schedule moving forward was outlined in the attachment 8.e.i. Sullivan stated that FEMA came out and approved the modifications to the flood plain the developers had requested. The developer is pursuing two different options regarding the flood plain, one with daylighting the river and one without.
 - ii. Post Office Update: Roth stated that Sullivan has emailed and called and has received no response. Sullivan has written a letter with the City's recommendation for the relocation of the post office. The City would like to have a split operation with a retail location in downtown and the larger processing center outside the central business district. The City has reached out to U.S. Representative Haley Stevens and she is in full support of the City's recommendation.

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

BOARD AND STAFF COMMUNICATION

Long would like the City to address the South entrance elevation directly behind Table 5 on Mary Alexander Court. It is an eyesore and needs to be updated.

Long also inquired about the NextHome All Pro Reality condo development on Center Street. Long stated the development seems to have stalled with no progress being

made for the last several weeks. Riley said the development had stalled because of engineering issues. Sullivan assured Long that there are time limits on building permits.

Long was concerned that a Cannabis retail outlet might pursue a storefront in Northville. Sullivan stated that Northville has banned Cannabis outlets in the City.

The next DDA Board meeting is November 19, 2019

Meeting adjourned at 9:15 am

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director
Northville DDA

City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority			Account Number										
Activity:	Revenues			Fund #	Activity #									
Prepared By:	Lori Ward			370	Revenues									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-000-403	Current Property Taxes		688,553		-		29,348		-		-		717,901	
	Captured	688,553				5,683							694,236	
	Captured - restricted for street improvements					23,665							23,665	
370-000-403.01	DDA Operating Levy		60,209		-		(125)		-		-		60,084	
		60,209				(125)							60,084	
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss		30,000		-		4,144		-		-		34,144	
	Local Community Stabilization Share	30,000				4,144							34,144	
370-000-417	Delinquent Personal Property Taxes												-	
370-000-418	Property Taxes - Other		(2,500)		-		-		-		-		(2,500)	
	Reserve - Tax Appeals	(2,500)											(2,500)	
Total Taxes		776,262	776,262	-	-	33,367	33,367	-	-	-	-	809,629	809,629	
370-000-586.02	Sponsorships		27,100		-		-		-		-		27,100	
	Skeletons Are Alive	7,000											7,000	
	Wednesday Night Concerts	3,500											3,500	
	Benches	16,600											16,600	
370-000-659.11	Rent Revenue		150		200		50		-		-		400	
	Rental of Town Square	150		200		50							400	
370-000-666	Misc Revenue		200		-		-		-		-		200	
	Other													
Misc Revenue		27,450	27,450	200	200	50	50	-	-	-	-	27,700	27,700	

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority			Account Number									
Activity:	Revenues			Fund #	Activity #								
Prepared By:	Lori Ward			370	Revenues								
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-664	Investment Earnings - Short Term	2,500	2,500	-	-	2,500	2,500	-	-	-	-	5,000	5,000
370-000-664.19	Investment Earnings - Long Term MI Class	250	250	-	-	500	500	-	-	-	-	750	750
370-000-664.20	Investment Earnings - Long Term	5,000	5,000	-	-	-	-	-	-	-	-	5,000	5,000
370-000-664.30	Unrealized Market Change	-	-	(405)	(405)	405	405	-	-	-	-	-	-
370-000-664.40	Investment Pool Bank Fees	(600)	(600)	-	-	200	200	-	-	-	-	(400)	(400)
370-000-664.50	Investment Advisory Fees	(750)	(750)	-	-	-	-	-	-	-	-	(750)	(750)
370-000-664.60	Bank Lockbox Fees	(300)	(300)	9	9	(259)	(259)	-	-	-	-	(550)	(550)
370-000-667.70	Custodial Fees	-	-	-	-	-	-	-	-	-	-	-	-
Net Investment Earnings		6,100	6,100	(396)	(396)	3,346	3,346	-	-	-	-	9,050	9,050
Total		809,812	809,812	(196)	(196)	36,763	36,763	-	-	-	-	846,379	846,379
Difference (should be zero)			-		-		-		-		-		-
Total Expenditures		872,440	872,440	280,404	280,404	16,765	16,765	-	-	-	-	1,169,609	1,169,609
Total Revenues		809,812	809,812	(196)	(196)	36,763	36,763	-	-	-	-	846,379	846,379
Use of (Increase to) Fund Balance		62,628	62,628	280,600	280,600	(19,998)	(19,998)	-	-	-	-	323,230	323,230
Difference - should be zero		-	-	-	-	-	-	-	-	-	-	-	-

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority			Account Number									
Activity:	Design			Fund #	Activity #								
Prepared By:	Lori Ward			370	861								
		Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-706	Wages and Salaries - Full Time (1)		16,600		-		30		-		-		16,630
		16,600					30					16,630	
370-861-710	Wages and Salaries - Part Time		20,620		-		6,900		-		-		27,520
	2 Seasonals	17,600					(4,400)						13,200
	Seasonal Supervisor						10,500						10,500
	DDA part-time staff	3,020					800						3,820
370-861-726	Supplies		625		-		-		-		-		625
	Meeting supplies	50											50
	Reproduction	100											100
	Catering	125											125
	Printing tshirts	100											100
	Maintenance Equipement	250											250
370-861-740.05	Downtown Materials	-	20,900		-		-		-		-		20,900
	Downtown Greenery	2,500											2,500
	LED Tree lights 17 raised planters	2,400											2,400
	Holiday Lights in Downtown	3,000											3,000
	LED Lights for Light Poles	500											500
	Town Square Christmas Tree	2,500											2,500
	Holiday Lighting & Decor - Town Square	7,000											7,000
	Halloween Decorations	3,000											3,000
370-861-751	Fuel & Oil	1,000	1,000		-		-		-		-		1,000

City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority			Account Number										
Activity:	Design			Fund #	Activity #									
Prepared By:	Lori Ward			370	861									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-861-801.00	Contractual Services		25,730		-		-		-		-		25,730	
	Expanded WiFi - Clear Rate	3,600											3,600	
	Electrical Repairs	10,000											10,000	
	New Hire Physicals (\$81/hire)	300											300	
	Irrigation Repairs	2,500											2,500	
	Sprinkler Start Up and Winterization	960											960	
	Umbrella Repairs	250											250	
	Sound System in Town Square	420											420	
	Radio Licensing Fees	350											350	
	Heat Melt Repair	500											500	
	Painting of Receptacles and Planters	1,000											1,000	
	Security Cameras	350											350	
	WiFi Service Town Square - Comcast	3,000											3,000	
	Fountain Repair	2,500											2,500	
370-861-801.16	Public Restroom Program		2,750		-		-		-		-		2,750	
	Porta Potty rental (\$430/mo)	2,750											2,750	
370-861-801.94	Brick Repair & Maintenance		2,500		-		-		-		-		2,500	
	Town Square													
	Downtown	2,500											2,500	
370-861-803.59	Signage and Markers Projects		10,000		-		-		-		-		10,000	
	Historic Markers	5,000											5,000	
	Mural Project	5,000											5,000	
	Non Motorized Trail Project												-	
370-861-850	Landscape Maintenance & Materials		30,750		-		-		-		-		30,750	
	Annuals & perennials	20,000											20,000	
	Landscape Replacement	5,000											5,000	
	Tree Maintenance and Replacement	1,000											1,000	
	Trim and Mulch	1,000											1,000	
	Parking Lot Landscaping	1,500											1,500	
	Beautification Commission Plantings	2,250											2,250	
	Misc.	-											-	
370-861-913	Vehicle Insurance		360		-		-		-		-		360	
	MMRMA	360											360	
370-861-920.01	Electrical Service (127 E Main)		1,330		-		-		-		-		1,330	
	Town Square & Walkway	1,330											1,330	
		-											-	
370-861-920.02	Natural Gas Service		4,010		-		-		-		-		4,010	
	Heat Melt System & Fire Pits - Town Square	3,440											3,440	

City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority			Account Number										
Activity:	Design			Fund #	Activity #									
Prepared By:	Lori Ward			370	861									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
	Walkway	570										570		
370-861-920.030	Water and Sewer Service		8,040		-		-		-		-		8,040	
	Town Square, 120 W Main, Hutton Park	7,720										7,720		
	Walkway	320										320		
370-861-967	Fringe Benefits (1)		8,605		-		690		-		-		9,295	
		8,605				690						9,295		
370-861-976.01	Street Furnishings		85,395		-		-		-		-		85,395	
	Signage - Directory	3,000										3,000		
	Light Fixture Conversions	15,545										15,545		
	Umbrella	250										250		
	Furniture/Benches	16,600										16,600		
	Festoon Lighting	20,000										20,000		
	Cross Street Banners	30,000										30,000		
Total		239,215	239,215	-	-	7,620	7,620	-	-	-	-	246,835	246,835	
Difference (should be zero)			-	-	-	-	-	-	-	-	-	-	-	

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority		Account Number										
Activity:	Marketing & Business Mix		Fund #	Activity #									
Prepared By:	Lori Ward		370	862									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-706	Wages and Salaries - Full Time (1)		16,600		-		30		-		-		16,630
		16,600				30						16,630	
370-862-710	Wages and Salaries - Part Time		15,080		-		4,010		-		-		19,090
	part time office staff	15,080				4,010						19,090	
370-862-726	Supplies		150		-		-		-		-		150
	Meeting Supplies & Refreshments	150										150	
370-862-784	Downtown Programming & Promotions		32,300		-		-		-		-		32,300
	Other Promotional Events	-										-	
	Northville Chamber of Commerce	7,000										7,000	
	Friday Night Concerts	6,500										6,500	
	Wednesday Night Concerts	6,500										6,500	
	Buy Michigan Now Festival	2,500										2,500	
	NCBA	1,000										1,000	
	Skeletons are Alive	4,000										4,000	
	Fall Décor	300										300	
	Tunes on Tuesday	2,000										2,000	
	Christmas	2,500										2,500	
370-862-785	Business Retention Program		1,910		-		-		-		-		1,910
	Walking Map	1,910										1,910	
370-862-801.00	Contractual Services		69,000		-		-		-		-		69,000
	Graphic Design	5,000										5,000	
	Logo and Branding Development	4,000										4,000	
	Newsletter	1,500										1,500	
	IMJ Communications	24,000										24,000	
	Print	22,000										22,000	
	Internet/Social Media	2,500										2,500	
	Video/Photography	3,000										3,000	
	Event Cards and Posters	3,500										3,500	
	Event Panels	3,500										3,500	

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority			Account Number									
Activity:	Marketing & Business Mix			Fund #	Activity #								
Prepared By:	Lori Ward			370	862								
		Original Budget	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-801.34	Web Site		840		-		-		-		-		840
	Accunet	420											420
	Mail Chimp	420											420
370-862-967	Fringe Benefits (1)		7,745		-		315		-		-		8,060
	Per Finance Department	7,745				315							8,060
Total		143,625	143,625	-	-	4,355	4,355	-	-	-	-	147,980	147,980
Difference (should be zero)			-		-		-		-		-		-

City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority			Account Number										
Activity:	Parking			Fund #	Activity #									
Prepared By:	Lori Ward			370	863									
		Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-863-706	Wages and Salaries - Full Time (1)		8,300		-		15		-		-		8,315	
		8,300					15						8,315	
370-863-710	Wages and Salaries - Part Time		1,510		-		400		-		-		1,910	
	Part time staff	1,510					400						1,910	
370-863-726	Supplies		50		-		-		-		-		50	
	Meeting Supplies	50											50	
370-863-950.21	O/T to General Fund	-	50,000		-		-		-		-		50,000	
	Street Lighting & Parking Lot Electrical	50,000											50,000	
370-863-950.26	O/T to Parking Fund		115,620		278,514		-		-		-		394,134	
	parking maintenance costs	86,620											86,620	
	snow removal	4,000											4,000	
	Parking Deck Repairs	25,000		278,514									303,514	
370-863-967.00	Fringe Benefits (1)		3,405		-		35		-		-		3,440	
	Per Finance Department	3,405					35						3,440	
Total		178,885	178,885	278,514	278,514	450	450	-	-	-	-	457,849	457,849	
Difference (should be zero)			-		-		-		-		-		-	

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority		Account Number										
Activity:	Organizational		Fund #	Activity #									
Prepared By:	Lori Ward		370	864									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-706	Wages and Salaries - Full Time (1)		20,750		-	40			-		-		20,790
		20,750				40							20,790
370-864-710.	Wages - Temp/Part Time Reg		7,540		-	2,005			-		-		9,545
	part time staff	7,540				2,005							9,545
370-864-726	Supplies		1,150		-	-			-		-		1,150
	Office . Supplies	250											250
	Computer Software	250											250
	Computer Supplies	500											500
	Meetings Catering	150											150
370-864-730	Postage		100		-	-			-		-		100
	Postage machine & stamps	100											100
370-864-731	Publications		65		-	-			-		-		65
	Northville Record	65											65
370-864-801.19	Technology Services		1,000		1,100	1,115			-		-		3,215
	Comcast					1,045							1,045
	Email Archival Service	20											20
	Battery for downtown wifi/camera system					70							70
	IT Right	980		1,100									2,080
370-864-802.01	Legal Services		3,000		-	110			-		-		3,110
	General Legal Fees	1,000											1,000
	Real Estate Legal Fees	2,000				110							2,110
	Other												
370-864-805	Auditing Services		4,870		-	-			-		-		4,870
	Plante & Moran - Per Finance Department	4,870											4,870
370-864-900	Printing & Publishing		1,635		-	-			-		-		1,635
	Notecards/Envelopes/Labels	250											250
	DDA Annual Report in Newspaper	320											320
	Slide and Photo Processing	100											100
	Color Copying Charges	800											800
	Personnel Ad Placement	165											165
370-864-910	Insurance - MMRMA		4,210		790	-			-		-		5,000
	Per Schedule	3,060		790									3,850
	Special Event Insurance	1,150											1,150
370-864-920	Utilities		1,420		-	-			-		-		1,420
	cell phone allowance (\$75/mo)	900											900

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority		Account Number										
Activity:	Organizational		Fund #	Activity #									
Prepared By:	Lori Ward		370	864									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Clear Rate phone & internet (\$43/mo)	520										520	
370-864-958	Memberships & Dues		1,340		-		-		-		-		1,340
	APA	245										245	
	Chamber of Commerce	270										270	
	NTHP - National Main Street Center	350										350	
	Michigan Downtown Association	475										475	
	Crain's											-	
370-864-960	Education & Training		1,400		-		-		-		-		1,400
	Travel - mileage and parking	500										500	
	Meals	150										150	
	Conference Fees	350										350	
	Hotel Expenses	400										400	
370-864-967	Fringe Benefits (1)		8,805		-		160		-		-		8,965
	Per Finance Department	8,805				160						8,965	
370-864-967.02	Overhead		12,100		-		-		-		-		12,100
	services by Finance Dept, DPW Dir, Manager	12,100										12,100	
Total		69,385	69,385	1,890	1,890	3,430	3,430	-	-	-	-	74,705	74,705
Difference (should be zero)			-		-		-		-		-		-

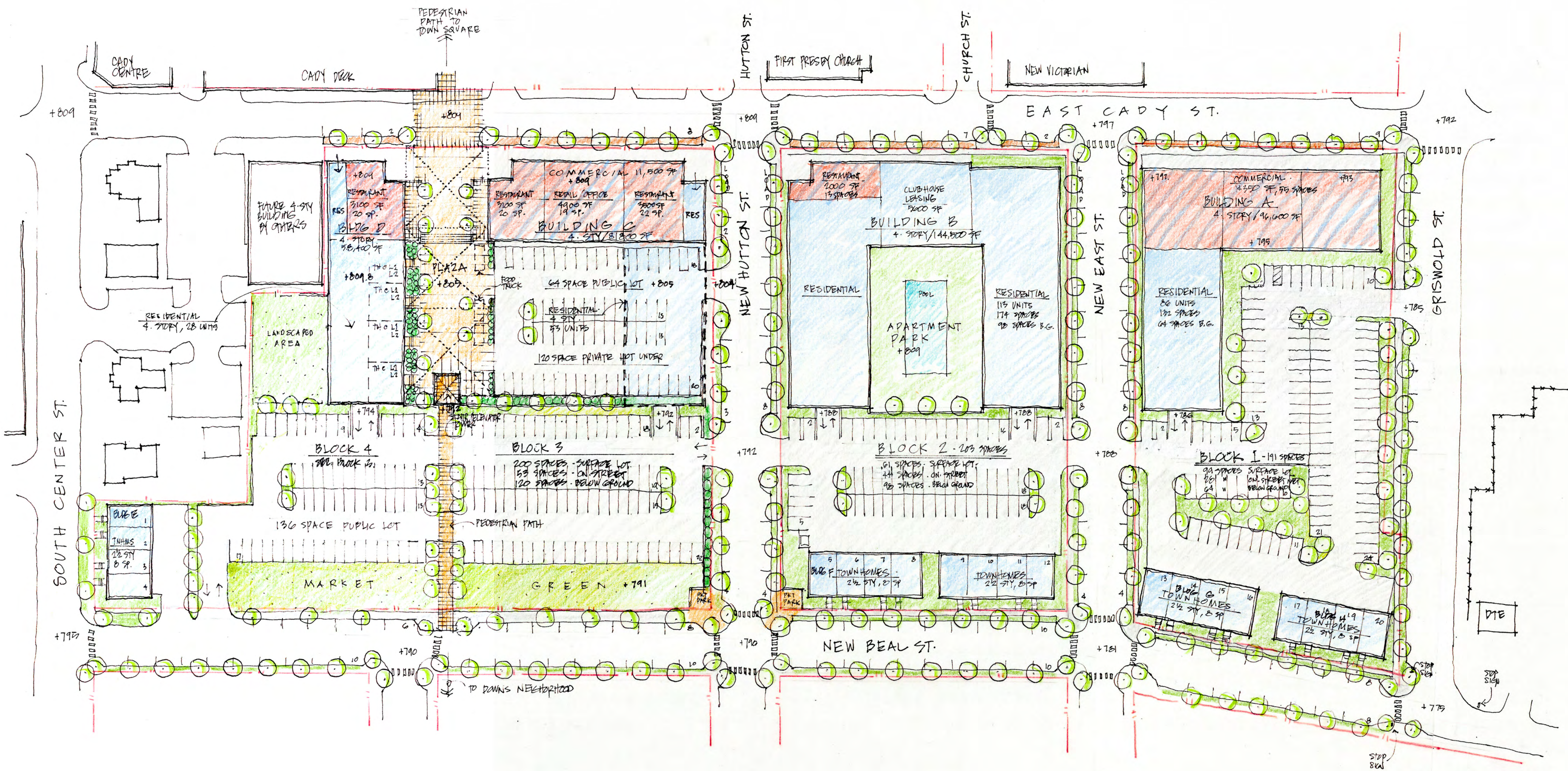
City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority			Account Number										
Activity:	Economic Development			Fund #	Activity #									
Prepared By:	Lori Ward			370	865									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-865-706	Wages and Salaries - Full Time (1)		20,750		-		40		-		-		20,790	
		20,750				40							20,790	
370-865-710	Wages - Temp/Part Time Reg		3,020		-		800		-		-		3,820	
		3,020				800							3,820	
370-865-726	Supplies		200		-		-		-		-		200	
	Meeting suplies	50											50	
	Meeting Catering	100											100	
	Reproduction	50											50	
370-865-785	Business Retention Program		1,000		-		-		-		-		1,000	
	Recruitment Package	500											500	
	Speakers	500											500	
			-		-		-		-		-		-	
370-865-967	Fringe Benefits (1)		8,455		-		70		-		-		8,525	
	Per Finance Department	8,455				70							8,525	
Total		33,425	33,425		-		910		-		-		34,335	
Difference (should be zero)					-		-		-		-		-	


City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority			Account Number									
Activity:	Debt		Fund #	Activity #									
Prepared By:	Lori Ward		370	945									
			Original Budget	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
Account #	Classification & Description		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-945-950.49	O/T to DDA Debt Service Fund			173,830		-		-		-		-	173,830
	2013 DDA Refunding Bond Debt Service												
	Principal		145,000										145,000
	Interest		28,830										28,830
	Final payment due April 2025												
Total			173,830	173,830	-	-	-	-	-	-	-	-	173,830 173,830
Difference (should be zero)				-		-		-		-		-	-

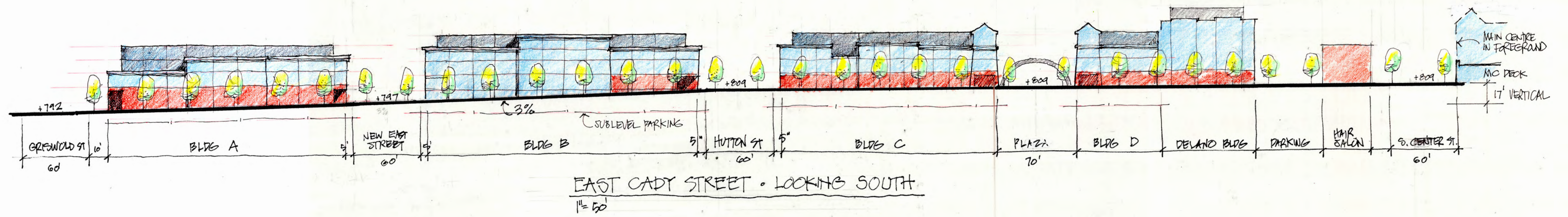
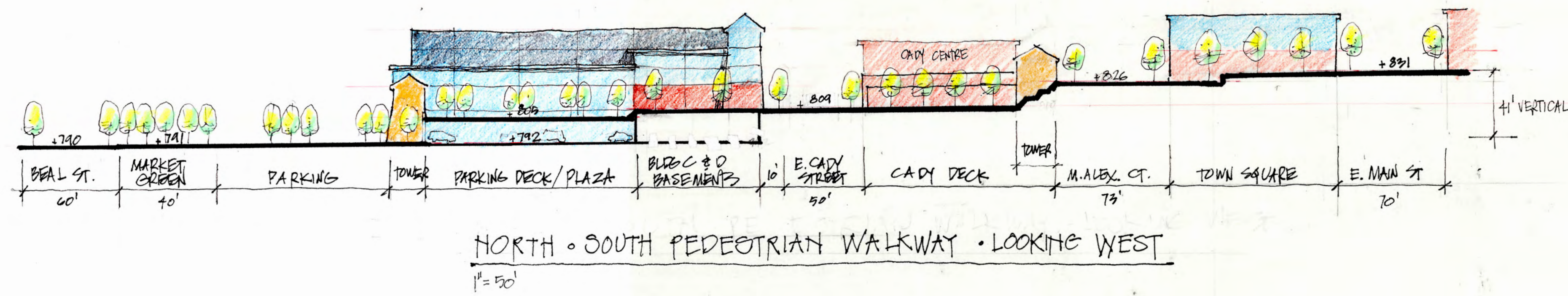
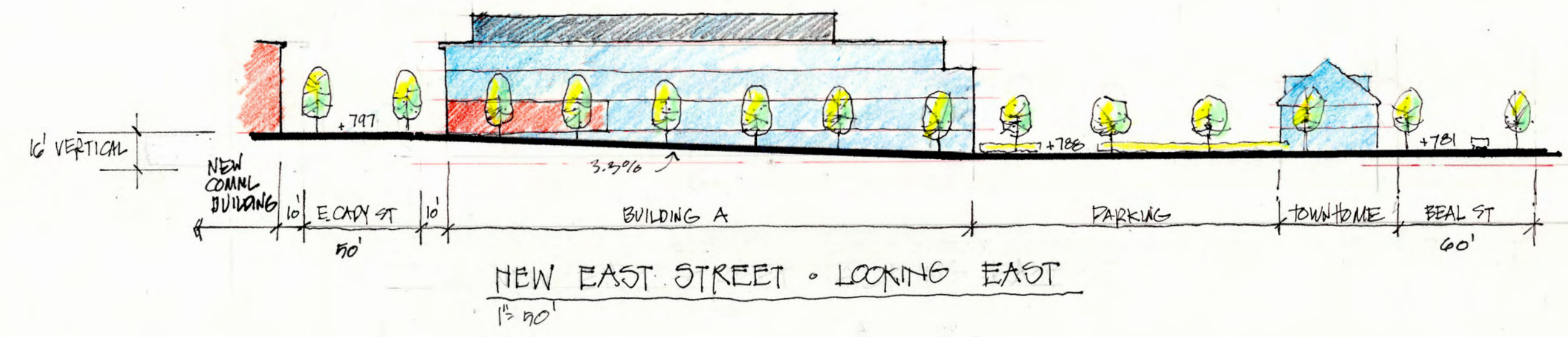
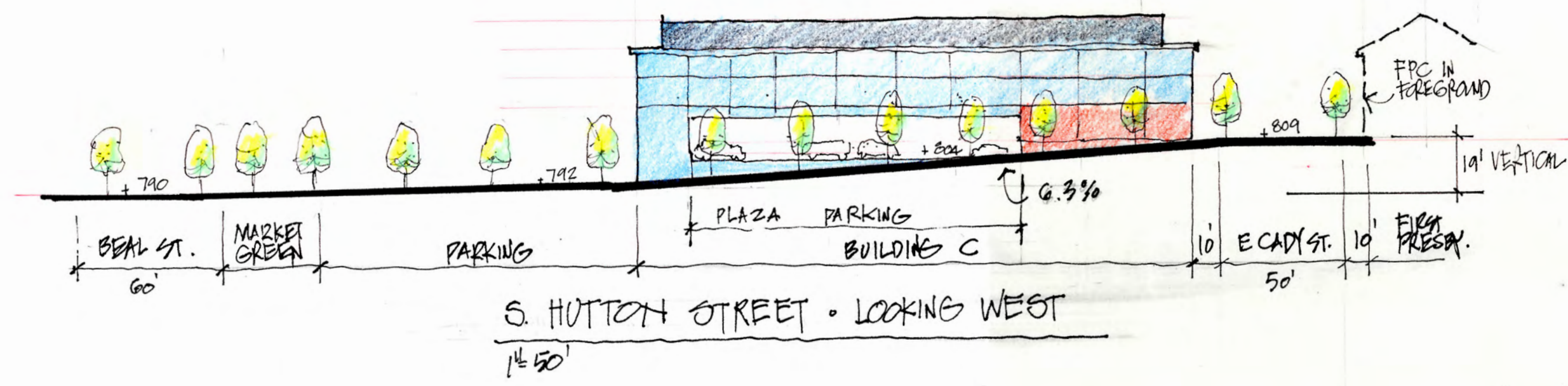
Northville DDA
 FY 2019-20 Proposed DDA Budget
 2nd Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Amount +/-
Revenue			
370-000-403.00	Current Property Taxes	Increase in TIF Revenue	\$5,683
370-000-403.00	Current Property Taxes	New revenue from Road Millage, dedicated to streets	\$23,665
370-000-403.01	DDA Operating Levy	Actual Amount received	(\$125)
370-000-403.04	PPT Reimbursement	Increased revenue in personal property tax reimbursement	\$4,144
370-000-659.11	Town Square Rental	More bookings than budgeted for	\$50
370-000-664-00	Investment Earnings – Short Term	Increased Earnings	\$2,500
370-000-664-19	Inv. Earnings – Long Term MI Class	Increased Earnings	\$500
370-000-664.30	Unrealized Market Change	Increased Earnings	\$405
370-000-664.40	Investment Pool Bank Fees	Actual Fees	\$200
370-000-664.50	Bank Lockbox Fees	Actual Fees	(\$259)
DPW			
none			
Design			
370-861-706.00	Wages and Salaries	Actual cost	\$30
370-861-710.00	Wages and Salaries – Seasonal	Reduced staff	(\$4,400)
370-861-710.00	Wages and Salaries – Supervisor	Groundskeeping Supervisor	\$10,500
370-861-710.00	DDA Part-time Staff	New DDA part time staff	\$800
370-861-967.00	Fringe Benefits	Actual Cost	\$690
Marketing			
370-862-706.00	Wages and Salaries	Actual Cost	\$30
370-862-710.00	DDA Part-time Staff	New DDA part time staff	\$4,010
370-862-967.00	Fringe Benefits	Actual Cost	\$315

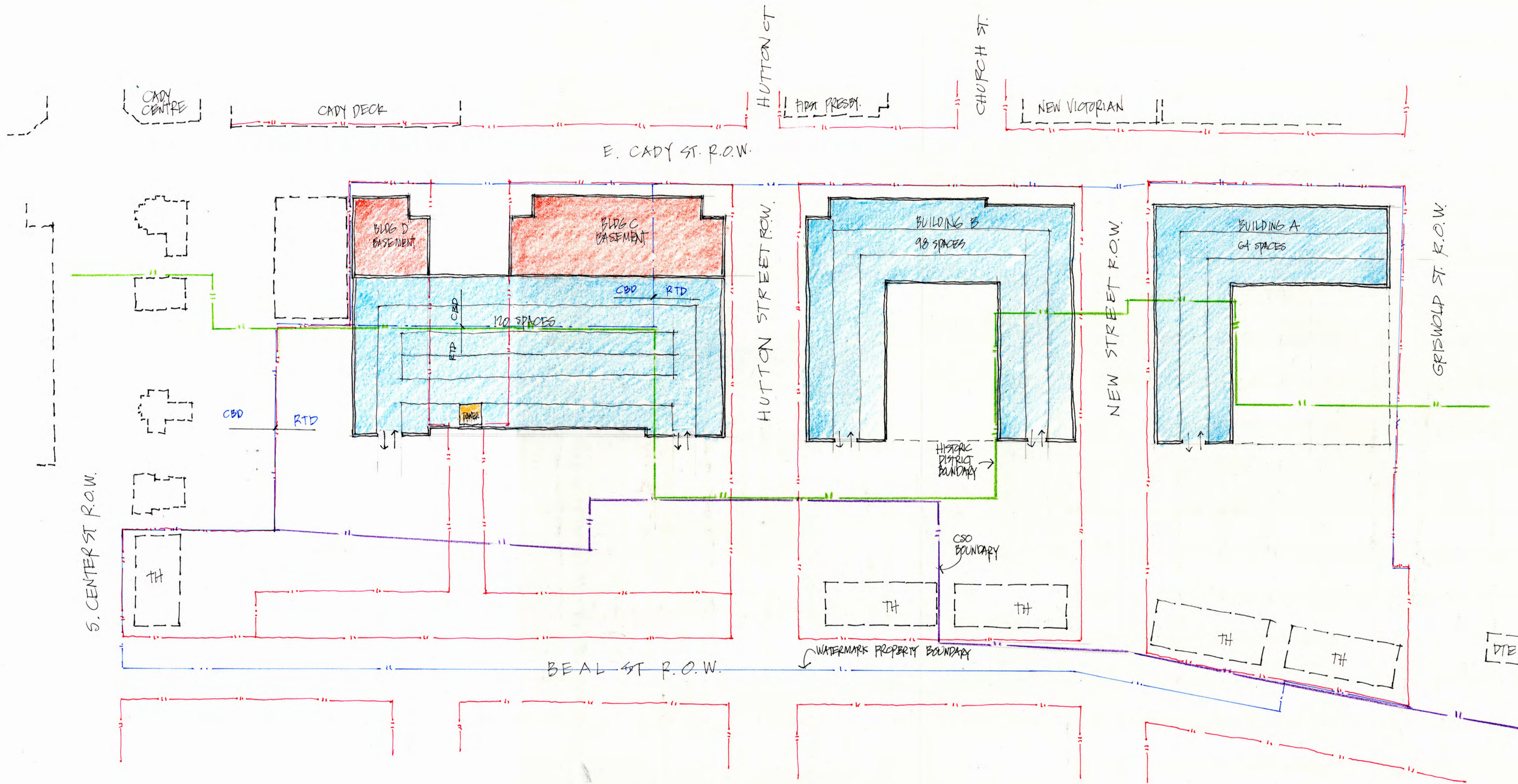
Parking			
370-863-706.00	Wages and Salaries	Actual Cost	\$15
370-863-710.00	Wages and Salaries	New DDA part time staff	\$400
370-863-967.00	Fringe Benefits	Actual Cost	\$35
Organizational			
370-864-706.00	Wages and Salaries	Actual Cost	\$40
370-864-710.00	Wages and Salaries	New DDA part time staff	\$2005
370-864-801.19	Technology Services	Comcast budget was left off of original budget	\$1,045
370-864-801.19	Technology Services	New battery for surveillance system	\$70
370-864-802.01	Legal Services	BOA Easement Agreement and Parking Deck Issues	\$110
370-864-967.00	Fringe Benefits	Actual Cost	\$160
Economic Dev.			
370-865-706.00	Wages and Salaries	Actual Cost	\$40
370-865-710.00	Wages and Salaries	New DDA part time staff	\$800
370-865-967.00	Fringe Benefits	Actual Cost	\$70

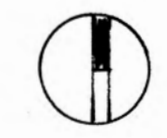



SITE PLAN
 1" = 50' 10.21.19



SITE SECTIONS




SITE PLAN - SUB-LEVEL
 1"=50' 11-19-19



December DDA Updates

Bench Sponsorship Project



All 10 of the benches have arrived. The plaques have been altered to fit in the recessed pockets of the bench and 5 of benches have been installed. Several others have been purchased and we are awaiting the plaques.

Rebecca's Alley



Stairs have been cut into the curb area to provide a connection from the parking lot to the alleyway. A handrail is under fabrication that will be installed on either side of the stairs. A ramp is situated to the south end of the sidewalk building and may be used by the public. Staff is expecting a request from the building

owner to increase their financial participation in the project as the costs have increased.

Induction Lighting

Approximately 75 downtown streetlights remain to be converted from High Pressure Sodium to Induction Lighting. It has been suggested that the DDA consider the replacement of the existing HPS lights with LED lighting. DDA staff has researched the two alternatives and is recommending that the DDA continue with Induction lights. Rather than replacing the head of each of the HPS lights at a cost of \$1425 a piece, staff is recommending that the DDA/City retrofit the existing head at a cost of \$187.80 per light. The total to retrofit the remaining 75 lights totals \$14,085. This does not include the cost of installation that could either be contracted out or completed by DPW. In earlier talks with the DPW Director, it was thought that the 75 lights could be rolled out this spring over time by DPW, 10 or so at a time. This would need to be confirmed by DDA. DDA has budgeted \$30,000 in the fiscal year 2019-20 to complete this project.

Entranceway Signs



The Design Committee met on December 9th to review requested changes to the initial conceptual designs. New colors were requested by the Committee and several changes to the logo and text were made as well as materials on the entranceway signs. DDA staff will update the Executive Committee on the meeting results and gain input into next steps.

Outdoor Art

A subcommittee of the DDA's Marketing Committee has met to discuss potential locations for two pieces of existing outdoor public art. The Leaves of Grass metal sculpture has been located inside of Northville Square for the past few years and the American Bell is currently in storage at the DPW yard. The Committee made up of members of the Marketing Committee (Art House, DDA, Mary Starring) met to review information on requirements of each piece of art and came up with several potential locations including:

- Old Church Square
- Corner of Dunlap and Wing
- North end of the walkway
- Hutton Curve
- Area near Credit Union – bell location
- Park behind Ford Plan
- Near Water Wheel
- Foundary Flask location – bell
- Northeast end of MainCentre deck

Next step will be to take measurements of the sculptures to see which location would accommodate the different pieces. The subcommittee will meet again to discuss the options and make a recommendation to the DDA with a cost estimate for installation.



Northville DDA – Design Committee

MEETING MINUTES

November 11, 2019

Meeting Called to Order: At 3:20 pm**Attendance:** Lori Ward, Robert Miller, Chuck Murdock, Fred Sheill, Carol Maise, DJ Boyd, Alan Somershoe, Buzz Bizzell (Bizzell Design Inc)**Minutes of Prior Meeting:** Not discussed.**New Brand Logo:**

Buzz Bizzell, of Bizzell Design Inc., was present to review his proposals for a new branding image. The logo consists of a graphic symbol (a double swirl pattern of two primary colors). This graphic can be a seal, flower, snowflake for use in various seasons or applications. The “Northville” text is a unique font designed just this application, and includes a “dropped V”. The logo and text are used in various combinations, depending on usage:

- For DDA specific usage (such as DDA letterhead), the text would be “Downtown Northville Timeless with a Twist”.
- For City or Downtown specific usage (like Skeletons are Alive, or City letterhead), the text would be “City of Northville, Michigan”.
- For broader applications, which would include City & Township usage (like Chamber of Commerce Events), the text would be “Northville”.
- Also, the graphic symbol may be visually displayed in various ways with the text. For example, the logo may be positioned in multiple positions relative to the text, or the logo may be sized differently relative to the text, or the logo may be only partially shown or faded into the background (as a watermark).
- There are five primary colors recommended. Lori will investigate the addition of some long-standing, traditional colors we’ve used in the past.

Buzz presented multiple visual concepts on how the logo could be used on various products, like signage, cars, pens, shirts, letterhead, binders, etc. We had a long discussion about the proposal, with the following comments:

- Agreed with Buzz’ recommendation to concentrate on proposal three of the presentation, which placed the symbol behind the center of “Northville”. Except, fade the symbol top-to-bottom, such that it’s faded in the area of the text. Also, look into deleting the central disc for this specific application.
- Like the “dropped V” image.
- Move the “City of” to be nestled in the “N” of Northville.
- Colors looked good (except Lori to look into adding existing colors).
- The letterhead and binder proposals looked great.
- If other graphics are added, such as the bike in the presentation, use the five primary colors, if at all possible.

We discussed Gateway Signage, with the following comments or questions:

- Large monument sign, with masonry base, is about \$14,000 (not installed). The smaller post sign is about \$1500.
- For the monument sign, look into brick instead of stone, as a more Victorian look.
- Locations considered are: For monument signs, 8-Mile & Novi Road, East Main near Waterwheel, City Hall. For the post signs, 8-Mile & Randolph island, Griswold near Mill Race(?) Signage on South Center St is TBD at this point.
- The post sign in the 8-Mile & Randolph island, should be a directional sign to downtown.
- Look into backlighting the monument signs (solar?)
- Signs should not say “Historic Downtown” unless they are actually placed at the edge of downtown, or they are used with a directional arrow.

A number of process or application comments or questions were discussed:

- Who else should be involved in reviewing and/or approving the logo? We should review with the Chamber and the Marketing Committee. Approvals would be with DDA Board and City Counsel.
- DDA will purchase the logo design/usage rights from Bizzell Design, Inc., and use it freely.
- For “outside groups” (like Handcrafters), if they make banners or signs, we will make the logo graphic available for their use, but, they are not required to use it.
- Interesting applications for the logo would be manhole covers, trash receptacle lids, Town Square clock.
- Bizzell Design Inc. will provide all graphics in various formats – vector files, PNG, JPEG, etc.

Meeting Adjourned: 5:30 pm

Submitted: C. Murdock 11/13/2019

Northville DDA – Design Committee

MEETING MINUTES

December 7, 2019

Meeting Called to Order: At 3:40 pm**Attendance:** Lori Ward, Robert Miller, Chuck Murdock, Fred Sheill, Carol Maise, DJ Boyd, Alan Somershoe**Minutes of Prior Meeting:** Not discussed.**New Brand Logo:**

Buzz Bizzell, of Bizzell Design Inc., sent us revised proposals for a new branding image, based on the feedback of the last meeting. He was on standby for a conference call. Following was discussed:

- Lori read comments sent in by Suzie, as she could not attend. Suzie thought the logo concept was too contemporary. Also, she did not like the green color.
- Lori also mentioned that the mayor wants to add “a clock” into the logo. The mayor mocked up a design. Buzz included a full clock image in one of his revised proposals. After some discussion, it was agreed to try a proposal which included a faded “clock head” image with a rosette as the clock face (no clock numbers). Lori will explain the concept to Buzz, and he’ll work with it.
- The green color – lots of discussion. Is it too bright? Is it a color that will still be relevant 10-20 years from now? Would a darker color be better, but, will it read correctly on a brown background? Is there a slightly darker green color that’s classic, and will stand the test of time?
- Color palette? There are two colors in the December proposal that look very similar, but different – a rust/brown and a burgundy/brown. They have the same pantone number – are they the same or not? Also, what color are the welcome signs? They look more orange.
- The logo on page 2, which has the faded rosette, looks much better. But, the fading is still too abrupt – it needs to be smoother.
- The recommended graphic fonts were agreed to be acceptable.
- The fine details of the center of the rosette appear to be used in some applications, but, not others. What is the recommendation from Buzz?
- Stone vs Brick -- as was discussed at the last meeting, a classic brick may be more appropriate for an historic downtown image.
- Black lettering outline -- the Northville road sign in the proposal appears to have a black outline for the “Northville” lettering, but not all have this. This seems to be a nice enhancement. What is Buzz recommending.
- Backlighting – at the last meeting, we requested proposals for backlighting. We still want to see proposals. One alternative is a “stand off” letters, with internal backlighting behind the letters, creating a “halo” effect.
- The use of “Michigan” in the logo. We should not use “Michigan” in applications in which it’s obvious we’re in Michigan (like the city entry signs). We should use “Michigan” in applications which may be viewed from anywhere in the US/world (like stationary or website applications).

General Sign Discussion:

- Brick, not stone.
- Need backlighting alternatives.
- Darker, classic green alternatives.
- Pursue black outlining of “Northville” lettering.
- No digital message boards.

Specific Sign Discussion:

- Northville Road, near Cady St -- “City of Northville, Welcome”. “Historic Downtown”. Needs brick base. Lots of discussion about where along Northville Rd the sign should be placed – no conclusion. There was a question about whether the sign could go in the median. Is this allowed? Backside will be rosette.
- N. Griswold St, south of 8-Mile – “City of Northville, Welcome”. “Historic Downtown”. Post design. Need to investigate easement requirements for median placement. Backside will be rosette.
- 8-Mile, near Novi Rd -- “City of Northville, Welcome”. Brick base design.
- Center St and 8-Mile Rd – “City of Northville, Welcome”. “Historic Downtown”. Brick base design. Placed parallel with 8-Mile near the location of the present sign.
- Randolph St and 8-Mile – “City of Northville, Welcome”. “Historic Downtown” with a directional arrow. Post design. In the median.
- Town Hall Building -- “City of Northville”. Just City Hall. Stone design.
- Police Station -- as proposed.
- Add a sign similar to Police Station on Northville Road to indicate DPW yard.
- 7-Mile and Center St -- Deleted temporarily, until Downs development progresses.

Meeting Adjourned: 5:30 pm

Submitted: C. Murdock 12/11/2019

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY November 2019:

PUBLICITY:

Upcoming press materials:

- January & February Events
- Los Tres Amigos opening
- Stampeddler Business Milestone – 36 years in Downtown Northville

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

- December 9 – Fox2 Detroit in-studio Holiday Gift Idea segment

SOCIAL MEDIA:

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

PAID ADVERTISING:

- Ad in November issue of The Ville
- Ad in November issue of SEEN Magazine
- **Tipping Point** “Every Christmas Story Ever Told (And Then Some)” **program**
- Parks & Rec Winter Brochure
- Ad in Art House Winter Brochure

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
 1. Ads in December 2019 – May 2020 issues of SEEN
- Quarter-page Ads in The Ville
 1. Ads in December 2019 – April 2020 issues of The Ville
- Ad in the Art House Spring brochure
- Ad in Tipping Point 39 Steps – Show runs January 30-March 8
- Ad in the Northville Chamber Directory

January Future Meetings / Important Dates

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

DDA Board of Directors Meeting Schedule for 2020

January 21, 2020

February 18, 2020

March 17, 2020

April 21, 2020

May 19, 2020

June 16, 2020

July 21, 2020

August 18, 2020

September 15, 2020

October 20, 2020

November 17, 2020

December 15, 2020

All meetings held at 8:00 am in Meeting Room A of City Hall, 215 West Main Street