

**Meeting of the DDA Board of Directors  
City Hall – Meeting Room A  
215 West Main Street  
Tuesday, January 17, 2012 - 8:00 a.m.**

**AGENDA**

1. Call to Order – Greg Presley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. Minutes of DDA Meeting of December 20, 2011 (Attachment 4.a)
  - b. DDA Financial Statement, December 2011 (Attachment 4.b)
  - c. Invoice Report December 2011 (Attachment 4.c)
  - d. PR Updates December 2011 (Attachment 4.d)
  - e. 2<sup>nd</sup> Quarter Budget Amendments (Attachment 4.e)
5. DDA Board Elections (Attachment 5)
6. Downtown Walkway Project
  - a. Contract for Inspection Services – Dominic Maltese (Attachment 6.a)
  - b. Draft Project Budget (Attachment 6.b)
  - c. Project Schedule (Attachment 6.c) - handout
7. Committee Information and Updates
  - a. Design Committee – Greg Presley (Attachment 7.a)
    - i. Streetscape Enhancement Update
  - b. Marketing Committee – Margene Buckhave
  - c. Business Mix Committee – Mary Starring
  - d. Parking Committee – John Casey
  - e. Organizational Committee – Lori Ward
8. Future Meetings / Important Dates
  - a. Movies at the Marquis-begins on January 21 @ 7:30p.m.
  - b. First Friday Experience-February 3
  - c. 6<sup>th</sup> Annual Member Exhibit at the Art House-February 3-18
  - d. Next DDA Board Meeting-February 21
9. Board and Staff Communications
10. Adjournment

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Regular Meeting of December 20, 2011**  
**Meeting Room - 8:00 AM**

**Present:** Chair Greg Presley, Christopher Johnson, John Casey, Mary Starring, Carolann Ayers, Margene Buckhave, Lynda Heaton, Shawn Riley

**Absent:** Jim Long, excused

**Also Present:** City Manager/Patrick Sullivan, DDA Director/Lori Ward, DDA Secretary/Catherine Woods, Fred Sheill, Northville Record/Lonnie Human, Finance Department/Nancy Piwowar

**AUDIENCE COMMENTS**

Sheill reports that the committee has had contact with the organizers of the Concourse D'Elegance event to be held at St John's in July. Ideas to have Downtown Northville be involved in the event are: screening a movie about classic cars on Saturday, shuttle service from the site to Downtown Northville, a band in Town Square. The organizers are planning a driving tour and are considering Mill Race Village as a possible stop for lunch. Enthusiasts could then use that time to see cars and get photos taken. The date would be July 28<sup>th</sup> and the concourse event at St. John's will be the 29<sup>th</sup>. This is a unique way to get people, other than Northville residents, to come and experience our Downtown. Sheill has met one of the panel who jury the Concourse D'Elegance event, who may be willing to put us in contact with classic car owners. Those owners may be interested in having their cars on display in Northville to tie into the main event.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent agenda as follows:

- Minutes of DDA Meeting of September 27, 2011
- Minutes of Special Meeting of November 1, 2011
- Financial Statement of September 2011
- Financial Statement of October, 2011
- Financial Statement of November, 2011
- Weekly Invoices for September 2011
- Weekly Invoices for October 2011
- Weekly Invoices for November 2011
- September 2011 PR Summary
- October 2011 PR Summary
- November 2011 PR Summary
- 1<sup>st</sup> Quarter Budget Amendments
- DDA Annual Report
- 2010-11 DDA Audit
- Fund Balance Assignment

There is one item that needs to be amended, Carol Ann Ayers was not present at the November 1, 2011 Special Meeting and was listed as present.

**Motion Ayers, seconded Riley** to approve the agenda and consent agenda as amended.

**Motion carried unanimously.**

**GOALS & OBJECTIVES**

Attachment 5 shows an overview of the Goals & Objectives for 2012-13.

*Questions & Discussion*

- Concerning the Design Committee-what is happening with the Ambassadors Program? The program took a hiatus because the volunteer coordinator (who had started the program and headed up the Committee), had gotten ill and was unable to participate. DDA Staff has plans to revive the program and add a clean-up day in Mid-May, asking volunteers to help get things ready in the spring for plantings.
- Additional Physical Improvement Projects- When wills this review take place? The Design Committee can look at potential projects and begin to prioritize as soon as January. By that time

the DDA should know the balance of the Streetscape Project and be able to determine if any funds will be carried over, and also establish what is budgeted for a contingency for the Walkway Project.

- The Committee will look at the list of previously discussed projects and prioritize. Some of the items have been budgeted for in the 2012 -13 budget, such as signage and historical markers.
- Has the Historical Markers Program ever been gotten off the ground? DDA staff has begun the process of setting up a meeting with possible graphic designers, and also Michele Fecht and Heidi Nielson from the Historical Society to discuss options. There are two pieces to this program, one is the display that would be part of the Walkway project and the second would be the piece that will be more comprehensive to Northville both walking and driving. DDA staff will work with a sub-committee of the Design Committee to investigate possibilities, develop a budget, and also work with historians and designers to develop the markers.
- Review and evaluate DDA Boundary Expansion- is there any indication of interest in this project this year or is it just a reminder? Project was investigated about two years ago. There were some areas that impacted the tax increment capture. Two years ago the loss of revenue wasn't as big of a concern. Two years ago, one or two buildings were also in flux. Now The Garage Restaurant will be opening and the post office just signed a five year lease, so areas to expand are becoming more definite.
- It is suggested that this project is put on hold until more of the private properties are developed and want to come into the DDA Boundary.

**Motion Ayers, seconded Casey** to move that the DDA Board accepts the Goals & Objectives as presented and take them to City Council for approval on January 23, 2012.

**Motion carried unanimously.**

#### **MOVIES AT THE MARQUIS CONTRACT**

The DDA staff has cut down the series to six weeks from ten weeks due to lack of ticket sponsors. The other change is that admission will be \$3 in advance, \$5 at the door to encourage guests to visit the sponsoring businesses to purchase tickets. Most movies are sponsored by service related businesses as opposed to retailers. Many businesses are not open during movie times so the DDA staff may not continue this event next year if it is not augmenting sales in town for merchants. It is more of a civic event, not a money-making event.

**Motion Johnson, seconded Casey** to move that the DDA Board approves the Movies at the Marquis contract for \$5,800.00. **Motion carries unanimously.**

#### **COMMITTEE INFORMATION AND UPDATES**

##### **Design Committee**

Attachment 7.a provides an overview of several Downtown Projects that are currently in place or are scheduled for the near future.

##### ***Streetscape Enhancement Project/MDOT***

The project is substantially completed. Rauhorn, the electrical contractor, is working to ensure that all parts of the electrical system are working and functional. Largest outstanding issue is the concrete replacement. A final punch list has not been issued yet, but contractor is working on a list of various items that need attention.

##### ***Discussion***

- Brick work at Main and Center show many cracks. Brick may need to be replaced as improper installation may be the cause of cracking.
- A few light poles have dark bulbs as staff is waiting for additional bulbs that have been ordered.
- Light in front of Tuscan Café shines into residential areas nearby. DDA staff will look into getting a light shield to redirect the light from shining into residential living areas.

### ***East Main Street Walkway Project***

The contract with Bernco was approved last night at City Council Meeting. Second week in January will most likely be the start date for the project. Also, included in the contract was a plan to have contractor use certain areas for storage, disposal and parking to minimize the impact of the construction.

### **Marketing Committee**

DDA staff and the Marketing Committee are working to develop their media plan for the next six months.

### **Business Mix Committee**

No Report

### **Parking Committee**

An area has been defined where the contractors can park cars and dumpsters while completing the Streetscape Project.

A meeting was held with The Garage Restaurant owners, representatives from High Street and members of the Parking Sub-Committee to discuss options if problems arise with parking once The Garage opens. Attachment 7.d.i includes a synopsis of that meeting and some of the proposed action to address potential issues. An additional meeting will be held after the restaurant opening to determine how parking is impacting the area.

Some points were:

- Move all City Hall employees to parking areas south of Cady Street.
- Relocate Firefighters who park on The Garage property during training.
- Require restaurant employees to park off-site, preferably south of Cady Street.
- Circle drive in front of City Hall will be restricted from restaurant patrons.

Occupancy counts in Old Church Square Parking Lot will continue to be done. These counts will focus on nights and weekends. Other possible ideas include surfacing the lot south of the post office or angled parking on Main Street.

### ***Questions and comments***

- Are there any plans to restrict parking on High Street? Not at this time.
- Parking restrictions on just certain streets can lend itself to a rippling effect to other residential streets. The Committee is sensitive to this and is waiting to review the situation before making any changes.
- Parking counts need to be done before any recommendations can be made.
- It was suggested that Northville Square Lot be included in the evening parking counts? The DDA staff can arrange this and do counts on all lots in Downtown during evening hours.

### **Organizational Committee**

No Report

### **Board and Staff Communications**

No Report

Meeting adjourned at 8:57am

Respectfully submitted,

*Catherine Woods*

Catherine Woods  
DDA Secretary

PERIOD ENDING 12/31/2011

December 2011 Benchmark 50%

GL NUMBER	DESCRIPTION	2011-12	2011-12	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2011 NORM (ABNORM)	MONTH 12/31/2011 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 370 - Downtown Development Authority								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	Current Property Taxes	794,929.00	794,929.00	707,026.14	0.00	87,902.86		88.94
370-000-403.010	DDA Operating Levy	70,435.00	70,435.00	64,380.23	1,995.72	6,054.77		91.40
370-000-403.020	Capture Reduction due to 2604 State Rpt	0.00	0.00	0.00	0.00	0.00		0.00
370-000-417.000	Dlnq Personal Property Taxes Collected	300.00	910.00	910.04	0.00	(0.04)		100.00
370-000-417.020	Reserve- Pers Prop Tax Appeals	0.00	0.00	0.00	0.00	0.00		0.00
370-000-418.000	Property Taxes - Other	(30,000.00)	(30,000.00)	21,899.05	0.00	(51,899.05)		(73.00)
	PROPERTY TAXES	835,664.00	836,274.00	794,215.46	1,995.72	42,058.54		94.97
LICENSES, FEES, & PERMITS								
370-000-476.090	Newspaper Rack Registration Fees	648.00	648.00	0.00	0.00	648.00		0.00
	LICENSES, FEES, & PERMITS	648.00	648.00	0.00	0.00	648.00		0.00
GRANTS & OTHER LOCAL SOURCES								
370-000-586.000	Private Contributions/Donations	126,377.00	126,377.00	126,376.92	126,376.92	0.08		100.00
370-000-586.020	Sponsorships	11,400.00	11,400.00	3,350.00	2,950.00	8,050.00		29.39
370-000-592.020	Financing Proceeds	0.00	0.00	0.00	0.00	0.00		0.00
	GRANTS & OTHER LOCAL SOURCES	137,777.00	137,777.00	129,726.92	129,326.92	8,050.08		94.16
COMMUNITY CENTER REVENUES								
370-000-659.110	Rents-Short Term	100.00	100.00	100.00	0.00	0.00		100.00
	COMMUNITY CENTER REVENUES	100.00	100.00	100.00	0.00	0.00		100.00
PARK REVENUES								
370-000-660.000	Concessions	162,713.00	0.00	0.00	0.00	0.00		0.00
	PARK REVENUES	162,713.00	0.00	0.00	0.00	0.00		0.00
GRANTS								
370-000-660.060	Federal Grants	0.00	326,316.00	178,878.94	37,180.70	147,437.06		54.82
	GRANTS	0.00	326,316.00	178,878.94	37,180.70	147,437.06		54.82
MISCELLANEOUS REVENUES								
370-000-664.000	Interest - Investment Pool	9,900.00	9,900.00	1,099.21	(263.87)	8,800.79		11.10
370-000-666.000	Miscellaneous Revenue	7,500.00	7,500.00	0.00	0.00	7,500.00		0.00
370-000-666.090	Facade Grant Program	200.00	325.00	325.00	0.00	0.00		100.00
370-000-667.000	Insurance Proceeds	0.00	0.00	0.00	0.00	0.00		0.00
370-000-673.000	Gain on Disposal of Assets	0.00	0.00	0.00	0.00	0.00		0.00
370-000-695.070	Sale Of City Property	0.00	0.00	0.00	0.00	0.00		0.00
	MISCELLANEOUS REVENUES	17,600.00	17,725.00	1,424.21	(263.87)	16,300.79		8.04
FUND BALANCE RESERVE								
370-000-699.010	Approp Of Prior Year's Surplus	481,911.00	605,289.00	0.00	0.00	605,289.00		0.00
	FUND BALANCE RESERVE	481,911.00	605,289.00	0.00	0.00	605,289.00		0.00
CONTRIBUTIONS FROM OTHER FUNDS								
370-000-699.030	Oper Tsfr From Public Improv	0.00	0.00	0.00	0.00	0.00		0.00
370-000-699.060	Oper Trfr From General Fund	0.00	175.00	175.00	0.00	0.00		100.00
370-000-699.250	O/T from Downtown Dev Construction Fund	929,263.00	1,089,920.00	429,882.78	429,882.78	660,037.22		39.44

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## PERIOD ENDING 12/31/2011

## December 2011 Benchmark 50%

GL NUMBER	DESCRIPTION	2011-12	2011-12	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2011 NORM (ABNORM)	MONTH 12/31/2011 INCR (DECR)	NORM	(ABNORM)	
Fund 370 - Downtown Development Authority Revenues								
	CONTRIBUTIONS FROM OTHER FUNDS	929,263.00	1,090,095.00	430,057.78	429,882.78	660,037.22		39.45
Total Dept 000		2,565,676.00	3,014,224.00	1,534,403.31	598,122.25	1,479,820.69		50.91
TOTAL Revenues		2,565,676.00	3,014,224.00	1,534,403.31	598,122.25	1,479,820.69		50.91
Expenditures								
Dept 753-DPW Services								
370-753-706.000	Wages - Regular Full Time	6,665.00	6,665.00	3,670.17	424.31	2,994.83		55.07
370-753-707.000	Wages - Regular Overtime	0.00	542.00	541.33	0.00	0.67		99.88
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	8,000.00	8,000.00	438.64	0.00	7,561.36		5.48
370-753-967.000	Fringe Benefits	8,225.00	8,225.00	4,434.76	546.79	3,790.24		53.92
Total Dept 753-DPW Services		23,390.00	23,932.00	9,084.90	971.10	14,847.10		37.96
Dept 860-Business Mix Committee								
370-860-706.000	Wages - Regular Full Time	16,475.00	16,475.00	7,750.49	1,411.29	8,724.51		47.04
370-860-726.000	Supplies	150.00	150.00	0.00	0.00	150.00		0.00
370-860-733.000	Facade Grant	27,000.00	27,000.00	14,862.03	3,087.50	12,137.97		55.04
370-860-785.000	Business Retention Program	6,250.00	6,250.00	750.00	0.00	5,500.00		12.00
370-860-801.000	Contractual Services	7,690.00	7,690.00	4,248.00	525.60	3,442.00		55.24
370-860-967.000	Fringe Benefits	10,835.00	10,835.00	5,122.04	907.09	5,712.96		47.27
Total Dept 860-Business Mix Committee		68,400.00	68,400.00	32,732.56	5,931.48	35,667.44		47.85
Dept 861-Design Committee								
370-861-706.000	Wages - Regular Full Time	20,595.00	20,595.00	9,688.20	1,764.12	10,906.80		47.04
370-861-707.000	Wages - Regular Overtime	0.00	0.00	0.00	0.00	0.00		0.00
370-861-710.000	Wages - Temp / Part Time Reg	12,640.00	12,640.00	6,929.50	0.00	5,710.50		54.82
370-861-726.000	Supplies	650.00	650.00	8.44	0.00	641.56		1.30
370-861-740.050	Downtown Materials	35,100.00	35,100.00	17,941.87	15,973.75	17,158.13		51.12
370-861-801.000	Contractual Services	37,337.00	37,337.00	8,840.73	699.03	28,496.27		23.68
370-861-801.160	Restroom Program	18,090.00	18,090.00	9,337.60	25.23	8,752.40		51.62
370-861-801.900	Sidewalk Repairs	0.00	0.00	0.00	0.00	0.00		0.00
370-861-801.940	Brick Repair & Maintenance	0.00	0.00	0.00	0.00	0.00		0.00
370-861-803.200	Planning & Design Studies	0.00	0.00	0.00	0.00	0.00		0.00
370-861-803.490	Town Square Project	0.00	0.00	0.00	0.00	0.00		0.00
370-861-803.550	Downtown Sidewalk & Landscape Repl. Proj	701,041.00	1,068,310.00	608,761.72	109,152.39	459,548.28		56.98
370-861-803.580	Downtown Walk Through Project	744,850.00	787,088.00	18,061.75	4,967.00	769,026.25		2.29
370-861-803.590	Signage and Markers Projects	125,000.00	125,000.00	0.00	0.00	125,000.00		0.00
370-861-850.000	Landscape Maintenance	76,000.00	76,000.00	34,068.06	4,408.00	41,931.94		44.83
370-861-920.010	Electric Power	3,800.00	3,800.00	1,013.02	109.07	2,786.98		26.66
370-861-920.020	Natural Gas	5,000.00	5,000.00	265.66	192.86	4,734.34		5.31
370-861-920.030	Water & Sewer Service	5,250.00	5,250.00	1,305.46	0.00	3,944.54		24.87
370-861-943.000	Equipment Rental - City	0.00	0.00	316.42	278.82	(316.42)		100.00
370-861-950.010	O/T to DDA Construction Fund	0.00	0.00	0.00	0.00	0.00		0.00
370-861-950.220	Oper Tr To Major Street Fund	70,000.00	90,000.00	20,000.00	0.00	70,000.00		22.22
370-861-967.000	Fringe Benefits	14,804.00	14,804.00	7,078.74	1,133.87	7,725.26		47.82
370-861-976.010	Street Furnishings	1,693.00	12,943.00	20,423.41	0.00	(7,480.41)		157.80

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## PERIOD ENDING 12/31/2011

## December 2011 Benchmark 50%

GL NUMBER	DESCRIPTION	2011-12	2011-12	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2011 NORM (ABNORM)	MONTH 12/31/2011 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 370 - Downtown Development Authority Expenditures								
Total Dept 861-Design Committee		1,871,850.00	2,312,607.00	764,040.58	138,704.14	1,548,566.42		33.04
Dept 862-Marketing								
370-862-706.000	Wages - Regular Full Time	16,475.00	16,475.00	7,750.63	1,411.32	8,724.37		47.04
370-862-726.000	Supplies	200.00	200.00	0.00	0.00	200.00		0.00
370-862-784.000	Downtown Programming & Promo	24,450.00	27,950.00	21,805.20	8,481.00	6,144.80		78.02
370-862-784.010	Construction Marketing	2,350.00	2,350.00	0.00	0.00	2,350.00		0.00
370-862-801.000	Contractual Services	117,590.00	117,590.00	53,926.83	25,102.79	63,663.17		45.86
370-862-801.340	City Web Site	1,070.00	1,070.00	763.14	286.64	306.86		71.32
370-862-950.050	O/T to Parks & Recreation	18,000.00	18,000.00	18,000.00	18,000.00	0.00		100.00
370-862-967.000	Fringe Benefits	10,835.00	10,835.00	4,706.53	907.07	6,128.47		43.44
Total Dept 862-Marketing		190,970.00	194,470.00	106,952.33	54,188.82	87,517.67		55.00
Dept 863-Parking								
370-863-706.000	Wages - Regular Full Time	6,865.00	6,865.00	3,229.38	588.03	3,635.62		47.04
370-863-726.000	Supplies	50.00	50.00	0.00	0.00	50.00		0.00
370-863-786.000	Downtown Parking Program	50.00	300.00	0.00	0.00	300.00		0.00
370-863-801.000	Contractual Services	3,840.00	3,840.00	1,560.00	262.80	2,280.00		40.63
370-863-801.190	Computer Program Services	0.00	0.00	0.00	0.00	0.00		0.00
370-863-801.930	Parking Structure Maintenance	3,980.00	3,980.00	0.00	0.00	3,980.00		0.00
370-863-950.210	Oper Tfr To General Fund	72,379.00	72,379.00	34,189.50	5,698.25	38,189.50		47.24
370-863-967.000	Fringe Benefits	4,515.00	4,515.00	2,134.13	377.94	2,380.87		47.27
370-863-977.160	P03-07 2003 Parking Expansion	50,000.00	50,000.00	0.00	0.00	50,000.00		0.00
Total Dept 863-Parking		141,679.00	141,929.00	41,113.01	6,927.02	100,815.99		28.97
Dept 864-Organizational								
370-864-706.000	Wages - Regular Full Time	8,240.00	8,240.00	3,875.22	705.64	4,364.78		47.03
370-864-710.000	Wages - Temp / Part Time Reg	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
370-864-726.000	Supplies	1,575.00	1,575.00	282.98	48.05	1,292.02		17.97
370-864-731.000	Publications	32.00	38.00	37.50	0.00	0.50		98.68
370-864-801.000	Contractual Services	7,680.00	7,680.00	3,120.00	525.60	4,560.00		40.63
370-864-801.190	Computer Program Services	1,640.00	1,640.00	366.70	126.90	1,273.30		22.36
370-864-801.450	DDA Boundary Expansion	0.00	0.00	0.00	0.00	0.00		0.00
370-864-802.010	Legal Services - General	2,500.00	2,500.00	475.00	0.00	2,025.00		19.00
370-864-805.000	Auditing Services	4,380.00	4,380.00	4,380.00	0.00	0.00		100.00
370-864-900.000	Printing & Publishing	1,381.00	1,381.00	503.27	0.00	877.73		36.44
370-864-910.000	Liability & Property Ins Pool	7,150.00	9,360.00	9,710.00	0.00	(350.00)		103.74
370-864-920.000	Utilities	830.00	1,550.00	601.56	100.26	948.44		38.81
370-864-950.330	Oper Tsfr to Insurance Retention Fund	270.00	833.00	833.00	0.00	0.00		100.00
370-864-956.000	Contingencies	0.00	0.00	0.00	0.00	0.00		0.00
370-864-958.000	Membership & Dues	1,166.00	1,166.00	1,110.00	0.00	56.00		95.20
370-864-960.000	Education & Training	2,645.00	2,645.00	68.15	33.15	2,576.85		2.58
370-864-967.000	Fringe Benefits	5,415.00	5,415.00	2,857.25	453.50	2,557.75		52.77
370-864-967.020	Overhead - Admin & Records	8,190.00	8,190.00	3,412.50	682.50	4,777.50		41.67
Total Dept 864-Organizational		55,094.00	58,593.00	31,633.13	2,675.60	26,959.87		53.99
Dept 945-Debt Service								

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## PERIOD ENDING 12/31/2011

## December 2011 Benchmark 50%

GL NUMBER	DESCRIPTION	2011-12		YTD BALANCE 12/31/2011 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/2011 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			NORM	(ABNORM)	
Fund 370 - Downtown Development Authority								
Expenditures								
370-945-950.490	Oper Tfr To Debt Service Fund	172,743.00	172,743.00	43,778.75	43,778.75	128,964.25		25.34
370-945-990.020	Bond/Note Interest Expense	11,550.00	11,550.00	11,550.00	0.00	0.00		100.00
370-945-990.040	Bond/Note Principal Expense	30,000.00	30,000.00	30,000.00	0.00	0.00		100.00
Total Dept 945-Debt Service		214,293.00	214,293.00	85,328.75	43,778.75	128,964.25		39.82
Dept 999-Reserve Accounts								
370-999-956.000	Contingencies	0.00	0.00	0.00	0.00	0.00		0.00
370-999-999.000	Unallocated Reserve	0.00	0.00	0.00	0.00	0.00		0.00
370-999-999.030	Reserved for Special Projects	0.00	0.00	0.00	0.00	0.00		0.00
Total Dept 999-Reserve Accounts		0.00	0.00	0.00	0.00	0.00		0.00
TOTAL Expenditures		2,565,676.00	3,014,224.00	1,070,885.26	253,176.91	1,943,338.74		35.53
Fund 370:								
TOTAL REVENUES		2,565,676.00	3,014,224.00	1,534,403.31	598,122.25	1,479,820.69		50.91
TOTAL EXPENDITURES		2,565,676.00	3,014,224.00	1,070,885.26	253,176.91	1,943,338.74		35.53
NET OF REVENUES & EXPENDITURES		0.00	0.00	463,518.05	344,945.34	(463,518.05)		100.00

POST DATES 12/01/2011 - 12/31/2011  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Attachment 4.c

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 370 Downtown Development Authority					
Dept 000					
370-000-217.090	Due to UB/Tax/AR Customers - Ref	DONOVAN, BRIAN & BETH	MTT REFUND 004-03-0004-301	27.51	77301
Total For Dept 000				27.51	
Dept 860 Business Mix Committee					
370-860-733.000	Facade Grant	JIM SPAGNUOLO	BAP CYCLE 6-REIMBURSEMENT	2,150.00	77282
370-860-733.000	Facade Grant	STARTING GATE/JAMES REA	BAP CYCLE 6 REIMBURSEMNET	937.50	77531
370-860-801.000	Contractual Services	CATHERINE MARY-BROOKS WOOL	CONTRACT SERVICES	525.60	77269
370-860-801.000	Contractual Services	CATHERINE MARY-BROOKS WOOL	CONTRACT SERVICES	288.00	77451
Total For Dept 860 Business Mix Committee				3,901.10	
Dept 861 Design Committee					
370-861-740.050	Downtown Materials	LAFER'S WHOLESALE, INC	ROPING/BOWS FOR LIGHT POSTS	1,893.75	77399
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS RETAIL	ARTIFICIAL TREE IN TOWN SQUARE	4,200.00	77522
370-861-740.050	Downtown Materials	BEGONIA BROTHERS RETAIL	INSTALLATION OF CHRISTMAS TREE	2,700.00	77522
370-861-740.050	Downtown Materials	BEGONIA BROTHERS RETAIL	LED LIGHTS ON TREE IN TOWN SQUARE	3,000.00	77522
370-861-740.050	Downtown Materials	BEGONIA BROTHERS RETAIL	HOLIDAY DECORATIONS	4,180.00	77522
370-861-801.000	Contractual Services	TDS METROCOM	WIFI TOWN SQUARE	304.83	77241
370-861-801.000	Contractual Services	CATHERINE MARY-BROOKS WOOL	CONTRACT SERVICES	394.20	77269
370-861-801.000	Contractual Services	CATHERINE MARY-BROOKS WOOL	CONTRACT SERVICES	216.00	77451
370-861-803.550	Downtown Sidewalk & Landscape Re	MI DEPT. OF TRANSPORTATION	STREETSCAPE-MDOT	52,305.69	77393
370-861-803.580	DOWNTOWN WALK THROUGH PROJECT	MCDOWELL & ASSOCIATES	ASBESTOS TESTING-WALK THRU	4,457.50	77234
370-861-803.580	Downtown Walk Through Project	COOPER DESIGN INC	WALKTHRU-CONSTRUCTION ADMINISTRATION	509.50	77310
370-861-850.000	Landscape Maintenance	STUART LEVE, INC.	PLANTINGS AT CITY HALL	303.00	77217
370-861-850.000	Landscape Maintenance	STUART LEVE, INC.	WINTER PLANTERS	4,105.00	77217
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC TOWN SQUARE 10/15-11/14/11	109.07	77239
370-861-920.020	Natural Gas	CONSUMERS ENERGY	GAS USAGE 11/4-12/8/11	192.86	500076
Total For Dept 861 Design Committee				78,871.40	
Dept 862 Marketing					
370-862-784.000	Downtown Programming & Promo	RICHARD PAUL & ASSOCIATES	CAROLERS FOR DOWNTOWN	2,100.00	77204
370-862-784.000	Downtown Programming & Promo	NORTHVILLE CHAMBER OF COMM	2012 SPONSORSHIP -1ST PAYMENT	4,500.00	77247
370-862-784.000	Downtown Programming & Promo	NORTHVILLE CENTRAL BUSINESS	REIMBURSE NCBA FOR ADS-8/4/11 & 11/10/11	1,881.00	77509
370-862-801.000	Contractual Services	CATHERINE MARY-BROOKS WOOL	CONTRACT SERVICES	919.80	77269
370-862-801.000	Contractual Services	STREET MARKETING, INC.	PR SERVICES 11/11	2,500.00	77208
370-862-801.000	Contractual Services	STREET MARKETING, INC.	MEDIA PLACEMENT/WDVD/11/11	4,000.00	77208
370-862-801.000	Contractual Services	STREET MARKETING, INC.	ADS IN O&E PAPER/HOLIDAY GUIDE	1,275.00	77208
370-862-801.000	Contractual Services	STREET MARKETING, INC.	VIDEO ADS ON WMGC-PROD/PLACEMENT	2,033.33	77306
370-862-801.000	Contractual Services	STREET MARKETING, INC.	COMCAST COMM.PRODUCTION/PLACEMENT	4,508.00	77306
370-862-801.000	Contractual Services	STREET MARKETING, INC.	VIDEO PRODUCTION/MEDIA PLACEMENT	2,033.33	77391
370-862-801.000	Contractual Services	STREET MARKETING, INC.	VIDEO PRODUCTION/MEDIA BUY	2,033.33	77391
370-862-801.000	Contractual Services	THE MARQUIS THEATRE	THEATRE RENTAL & ROYALTIES	5,800.00	77426
370-862-801.000	Contractual Services	CATHERINE MARY-BROOKS WOOL	CONTRACT SERVICES	504.00	77451
370-862-801.340	City Web Site	LORI WARD	MAILCHIMP EMAIL SERVICE	30.00	77262
370-862-801.340	City Web Site	ACCUNET, INC	WEBSITE HOSTING 1/19/12-9/19/12	256.64	77429
Total For Dept 862 Marketing				34,374.43	
Dept 863 Parking					
370-863-801.000	Contractual Services	CATHERINE MARY-BROOKS WOOL	CONTRACT SERVICES	262.80	77269
370-863-801.000	CONTRACTUAL SERVICES	CATHERINE MARY-BROOKS WOOL	CONTRACT SERVICES	144.00	77451

POST DATES 12/01/2011 - 12/31/2011  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Attachment 4.c

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 370 Downtown Development Authority					
Dept 863 Parking					
Total For Dept 863 Parking				406.80	
Dept 864 Organizational					
370-864-801.000	Contractual Services	CATHERINE MARY-BROOKS	WOOI CONTRACT SERVICES	525.60	77269
370-864-801.000	Contractual Services	CATHERINE MARY-BROOKS	WOOI CONTRACT SERVICES	288.00	77451
370-864-801.190	Computer Program Services	COMCAST CORPORATION	INTERENT SERVICE 11/30-12/29/11	59.95	77230
370-864-801.190	Computer Program Services	COMCAST CORPORATION	INTERNET SERVICE 12/30/11-1/29/12	66.95	77515
370-864-920.000	Utilities	AT&T	TELEPHONE SERVICE 11/5-12/4/11	70.26	77327
370-864-960.000	Education & Training	LORI WARD	MILEAGE-MDA CONFERENCE	33.15	77262
Total For Dept 864 Organizational				1,043.91	
Total For Fund 370 Downtown Development Authority				118,625.15	
Fund Totals:					
Fund 370 Downtown Develc				118,625.15	
Total For All Funds:				118,625.15	

**DOWNTOWN NORTHVILLE  
PR/ADVERTISING SUMMARY (December 2011)**

**PUBLICITY TO DATE:****Northville Events posted on Media Calendar Websites**

WDIV  
 WXZY  
 FOX 2  
 WMGC  
 WWJ  
 WJR  
 WDET  
 Michigan Radio NPR  
 WYCD  
 107.1 FM Ann Arbor  
 The River  
 Observer & Eccentric Newspapers  
 WNIC  
 The Tribune Newspapers  
 Metro Parent  
 MetroMix  
 The Examiner  
 Pure Michigan  
 Metro Times  
 The Detroit News  
 The Detroit Free Press

**Events posted in on media websites**

<b>First Friday Experience 12/2</b>
<b>All A Glow Illumination For Education 12/2</b>
<b>Jingle Bell Run 12/3</b>
<b>Vocal Arts Ensemble of Michigan Performance 12/6</b>
<b>Tinsel &amp; Treasures Dec 9-11</b>
<b>Motown Memories Holiday Concert 12/9</b>
<b>Northville Nite Family New Year's Eve Party 12/31</b>

**PAID ADVERTISING:****RADIO**

Greater Media –Video with on air talent with WGMC, WRIF, WCSX, streaming commercials, banner ads on websites of stations, promotional mentions, website listings, email blasts and video on websites.

WDVD- 2 week flights, event listings on website, on air feature in AM drive.

**Cable**

Flight with Comcast on Food Network, Bravo, Lifetime, Style, HGTV and video commercial on their website.

**Newspaper**

¼ page b/w in O & E Community newspapers

½ page color in O & E Holiday Guide

Department: Downtown Development Authority		Account Number											
Activity: Revenues		Fund #	Activity #										
Prepared By: Lori Ward		370	Revenues										
Account #	Classification & Description	2011-12 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2011-12 Amended	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-403	<b>Current Property Taxes</b> Formulas are on main budget document (NET)	794,929	794,929	-	-	(11,834)	(11,834)	-	-	-	-	783,095	783,095
370-000-403.01	<b>DDA Operating Levy</b> Formulas are on main budget document	70,435	70,435	-	-	(496)	(496)	-	-	-	-	69,939	69,939
370-000-417	<b>Delinquent Personal Prop Taxes</b>	300	300	610	610	-	-	-	-	-	-	910	910
370-000-418	<b>Property Taxes - Other</b> Reserve - Tax Appeals	(30,000)	(30,000)	-	-	-	-	-	-	-	-	(30,000)	(30,000)
370-000-476.09	<b>Newspaper Rack Registration Fees</b> 24 @ \$27 each	648	648	-	-	-	-	-	-	-	-	648	648
370-000-586.00	<b>Private Donations/Contributions</b> Northville ADC - Walkway Project	126,377	126,377	-	-	-	-	-	-	-	-	126,377	126,377
370-000-586.02	<b>Sponsorships</b> Movies at the Marquis	11,400	11,400	-	-	-	-	-	-	-	-	11,400	11,400
370-000-659.11	<b>Rent Revenue</b> Rental of Town Square	100	100	-	-	-	-	-	-	-	-	100	100
370-000-660.06	<b>Federal Grants (\$685,880 total; FY11=\$359,564)</b> MDOT Grant - Streetscape	162,713	162,713	163,603	163,603	-	-	-	-	-	-	326,316	326,316
370-000-664	<b>Interest from Investments</b>	9,900	9,900	-	-	(8,000)	(8,000)	-	-	-	-	1,900	1,900
370-000-666	<b>Misc Revenue</b> Ticket Sales for the Movies at the Marquis	7,500	7,500	-	-	-	-	-	-	-	-	7,500	7,500
370-000-666.09	<b>Façade Grant Program Application Fee</b> \$25 per application	200	200	125	125	-	-	-	-	-	-	325	325
370-000-699.060	<b>O/T from General fund</b> 50% of Special Event Insurance	-	-	175	175	-	-	-	-	-	-	175	175
370-000-699.250	<b>Operating transfer from</b> <b>Downtown Development Construction Fund</b> <b>Remaining Bond Proceeds 6/30/10=\$1,089,355</b> <b>+ FY12 Interest on Proceeds (\$565) Walkway</b>	929,263	929,263	565	160,657	-	-	-	-	-	-	-	1,089,920
	Streetscape Project	538,328		203,666		-		-		-		741,994	
	Walkway Project	390,935		(43,574)		-		-		-		347,361	
370-000-699.01	<b>Use of Fund Balance</b> General Operations Walkway Project	254,373 227,538	481,911	- 37,566 85,812	123,378	- 35,665 -	35,665	- -	-	-	-	327,604 313,350	640,954
<b>Total</b>		2,565,676	2,565,676	448,548	448,548	15,335	15,335	-	-	-	-	3,029,559	3,029,559
<b>Difference (should be zero)</b>													

City of Northville  
 Budget Amendment Worksheet - Details of Supplies, Services and Charges  
 FY2012 Budget

Department: Downtown Development Authority		Account Number											
Activity: Revenues		Fund #	Activity #										
Prepared By: Lori Ward		370	Revenues										
Account #	Classification & Description	2011-12 Original Amount Total		1st Quarter Amount Total		2nd Quarter Amount Total		3rd Quarter Amount Total		4th Quarter Amount Total		2011-12 Amended Amount Total	



# Northville DDA Election of Officers 2012 - 2013

## Slate of Candidates

Chair – Greg Presley

Vice Chair – John Casey

Secretary – Catherine Woods

Treasurer – Carolann Ayers



*Plymouth's Old Village*  
886 N. Mill Street  
Plymouth, Michigan 48170  
OFFICE: 734.737.0500  
FAX: 734.737.0505  
www.djmaltese.com

Tuesday, 10 January 2012

Mrs. Lori M. Ward  
Northville Downtown Development Authority  
City of Northville  
215 West Main Street  
Northville, MI 48167  
via email: [loriwarddda@comcast.net](mailto:loriwarddda@comcast.net)

RE: Consulting Services for  
125 E. Main Street Walkthru Project  
DJM# C12-833

Dear Ms. Ward,

We hereby, propose to provide our consulting services to serve as "Owner's Agent" for the City of Northville to oversee the construction of the 125 E. Main Street Walkthru Project on behalf of the Owner.

Our service include, as follows:

1. Work with the City and Architect to oversee the completion of the construction work.
2. Monitor quality workmanship and trade performance.
3. Complete weekly observations of on site progress which includes eight to ten hours of on site time, weekly.
4. Review contractor request for changes and associated costs.
5. Review any claims or disputes.
5. Complete regular project reports and make recommends as necessary.
6. Review payment applications from contractor with Architect for payment.
7. Time frame to be a five and one half (5-1/2) month period (24 weeks) of service. Should the project extend past this time period within the same scope of work there would be no additional cost for our services. Should the scope of work change and additional time is required we will notify you for approval prior to proceeding.

We agree to provide our services including expenses for the sum of:

**Twenty One Thousand Two Hundred Dollars ( \$21,200.00)**

Additional services are available and will be quoted, as requested.

Payments

Deposit upon signing of agreement \$ 4,500.00  
Payment at month 2 \$ 4,500.00  
Payment at month 3 \$ 4,500.00  
Payment at month 4 \$ 4,500.00  
Final payment upon final inspections by City \$ 3,200.00

I hope this meets with your approval.

Respectfully,

**D. J. Maltese**

Dominic J. Maltese, Jr., CPE, ASPE  
DJM, JR

Downtown Walkway Project 2012							
Service	Vendor	Amount					
Architecural Services	Cooper Design	\$53,800.00					
Copying and Publishing	Observer	\$524.00					
	Copy costs	\$15.34					
	Fed Ex	\$18.30					
Survey Work	McNeely Lincoln	\$5,043.75					
	ASK	\$357.00					
Legal Fees	Plunkett & Cooney	\$600.00					
Construction*		\$708,000.00	*Bernco bid		\$697,000.00		
			reductions		-\$19,000.00		
Contingecy		\$35,400.00	Alternate #1		\$30,000.00		
Environmental	McDowell - testing	\$4,457.50			\$708,000.00		
	ESS - remediation	\$1,400.00					
Inspection		\$21,000.00					
		\$830,615.89					
Budget		\$801,377.00	DDA Contribution of \$675,000, NDC contribution of \$126,377				
Over/Under		-\$29,238.89					
		\$15,000.00	Added to inspection during first quarter budget amendments				
		-\$14,238.89					

## January 2012 Design Committee Communications

### **Downtown Streetscape Enhancement Project:**

Work continues on the unofficial "Uncompleted Work List" for the project. The list identifies outstanding work items to be addressed prior to closing out the project, such as the fence fabrication, cracks in the sidewalk, electrical work, etc.

The contractors are still working with DTE to resolve several panel issues on Mary Alexander Court and the area east of 120 West Main Street. The DDA is waiting for an estimate from Detroit Edison for the work to be done, once this is authorized, the temporary service will be replaced with the final electrical service. REI received a shipment of the induction bulbs on December 22, which have all been installed.

The area in front of Rebecca's and the Starting Gate has been completed. The installation looks good and should provide a flat surface for outdoor dining. Staff has been in contact with both merchants/property owners to get them started on their outdoor dining applications to be ready for spring outdoor seating.

The proposed solution to the fence problem was rejected. Staff is awaiting a revised sample. Staff is confident that we are close to an acceptable solution. (See photos)

Concrete repair and/or replacement will not be scheduled until next year to allow a season of freeze/thaw to occur and to make sure that the restoration work is comprehensive. Staff expects the issue to be addressed through a combination of concrete replacement and routing and sealing. There may be some instances where the cracking is slight and accepted.

With the exception of the concrete work and the warranty on the trees and plant material, all items should be completed.

### **East Main Street Walkway Project:**

The AIA Document A101-2007 contract for professional services between Bernco, Inc of Saint Claire Shores, MI and the City of Northville was approved by City Council on December 19, 2012. In addition, a Supplemental Agreement to the contract was also approved that addresses construction staging, storage, trailer, and parking requirement for the project.

On December 21, 2012, two checks were received by the DDA. The first check was in the amount of \$100,376.92 from the Northville Area Development Corporation (NADC) and is the final payout from the NADC after 50 years of service to the Northville Community. The second payment, in the amount of \$26,000 is from AEF, which is a

charitable foundation established by Chuck and Maxine Lapham. Without the participation of these two entities, this project would not be possible.

The asbestos removal in the building was completed by ESS contractors on Tuesday, December 27<sup>th</sup> without incident. Some limited additional hazardous material removal will be completed by Bernco during the construction of the project. The work was coordinated with additional work done in the basement of the bank building and paid for by Comerica.

A pre-construction kick off meeting was held on Friday, January 13<sup>th</sup> at 9:30 a.m. to discuss project scheduling, staging, phasing and to discuss additional ways to reduce the cost of the project. The project is scheduled to begin next Monday, January 16, 2012.

Staff met with Building Inspector Jim Penn regarding utilizing his services for inspection of the project. Penn indicated that he would not be available for the work. Staff also followed up with Dominic Maltese on his proposal to provide additional information. Maltese indicated that his proposal was based on 8 to 10 hours of inspection a week. If he spends more on some weeks there will be no added costs. If the project goes beyond the 24 weeks that is anticipated and the scope of work has not changed there will be no added cost. He also indicated that he planned to push the contractors "very hard on the schedule and excellent workmanship!"

Maltese is familiar with the project, has experience working with the project architect, knows the Northville community and is available to start. In addition, the DDA, during 3<sup>rd</sup> quarter budget amendments, added funds to the Walkway project to cover the \$21,000 of inspection costs. Staff recommends that the DDA retain Dominic Maltese as the project inspector.