

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of January 17, 2012
Meeting Room - 8:00 AM

Present: Chair John Casey, Christopher Johnson, Carolann Ayers, Margene Buckhave, Shawn Riley, Jim Long

Absent: Greg Presley, Lynda Heaton, Mary Starring, excused

Also Present: City Manager/Patrick Sullivan, DDA Director/Lori Ward, DDA Secretary/Catherine Woods, Fred Sheill, DPW Director/Jim Gallogly

AUDIENCE COMMENTS

Sheill reports that the committee has another meeting scheduled for January 23rd with the organizers of the Concourse D'Elegance event to be held at St John's in July. Casey reports that he has spoken to representatives from Rousch Racing and they may be interested in sponsoring part of the event. They also have cars that would be suitable to have on display during the event held in Northville. A budget has been established and the total cost of the proposed events and marketing would be approximately \$12,000.

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda as follows:

- Minutes of DDA Meeting of December 20, 2011
- Financial Statement of December 2011
- Weekly Invoices for December 2011
- December 2011 PR Summary

Motion Long, seconded Riley to approve the agenda and consent agenda as presented.

Motion carried unanimously.

2ND QUARTER BUDGET AMENDMENTS FOR 2012 FISCAL YEAR

An overview of the 2nd Quarter Amendments has been provided in Attachment 4.e. There are a few items to mention:

Revenue:

- Tiff revenue was slightly reduced by \$11, 834.
- DDA Operating Levy was down by \$496.
- Interest earned was lower than expected \$1900.

Business Mix:

- Small correction for consulting services of \$1000.

DPW Services:

- No changes

Design:

- Buckhave Development was paid \$500 for a special event charge for use of restrooms during public events to cover labor & materials. Even though this has been a provision in their contract and they have not invoiced for use prior.
- Additional expense for light pole bases that needed repair or were retired. Additional bases were purchased.

Marketing:

- Costs for additional skeletons purchased to decorate the Downtown were added in the amount of \$ 1450.00.
- MMRMA- Insurance costs are totaled at \$9,710.00.

Discussion was started regarding events and additional insurance needs. During events, the organizers need to provide additional coverage as claims have been made in the past. Outside groups like the Northville Chamber of Commerce and the Buy Michigan Now group have been required to carry additional insurance riders when they hold events in the city. Are we requiring insurance this year from outside groups and non-profit groups like the Chamber and the Art Association?

Questions & Discussion

- Who would be responsible for purchasing this special event insurance rider for each event? In the past, outside groups have purchased their own additional riders. Groups like the Northville Arts Commission that are affiliated with the City sometimes have shared insurance costs with the City.
- Slip and falls haven't been challenged in the past. City has paid out their deductible amount for past claims. Each incident is looked at separately in regards to settlement.
- When the DDA sponsors an event, language has been changed so we are listed as a monetary sponsor, not a presenting sponsor.
- Be mindful when planning events that the DDA would sponsor, that we have the required insurance and that we budget for this. Cost could be shared with organizations holding events.
- Should events like Friday Night Concerts which are put on by the Parks and Recreation, be required to have this additional insurance? Staff will obtain further information on cases like this.

Motion Ayers, seconded Long to move that the DDA Budget Amendment be accepted as presented.
Motion carried unanimously.

DDA BOARD ELECTIONS OF OFFICERS

Attachment 5 is an overview of the Annual Board Elections Nominees are as follows:

Nomination for DDA Board Chair: Greg Presley

Nomination for DDA Board Vice Chair: John Casey

Nomination for DDA Secretary: Catherine Woods

Nomination for DDA Treasurer: CarolAnn Ayers

No additional candidates have been recommended.

Motion Long, seconded Johnson to move that the DDA Board approves the slate of candidates.
Motion carries unanimously.

DOWNTOWN WALKWAY PROJECT

Attachments 6.a, 6.b and 6.c provide the Contract for Inspection Services, Draft Project Budget and Project Schedule for the Downtown Walkway Project.

On January 13th, a pre-construction meeting was held and Ward, Gallogly, Heidt and Penn represented the city at the meeting. A project schedule was developed with actual demolition beginning next Thursday, January 26th.

Budget shows Architectural Services, Copying & Publishing costs and survey work. The contractor has offered some voluntary reductions which amounted to \$19,000. The project was quoted with a few alternates, one which was the heat melt system being built into the floor. This is necessary because one end on the walkway is open and the other end will include doors. Environmental testing and remediation were also done.

Dominic Maltese has been considered to provide Inspection Services on the project. Originally, Jim Penn was considered for Inspection Services but his workload made it impossible to take on the task. A proposal was then requested from Dominic Maltese for services since he has been involved in the bidding process and served as a consultant on the project previously.

Questions & Discussion

- Proposal states the services will be for 5 and half months. Project should only last 5 months. Will his services be needed for the last few weeks when major construction will be complete and painting and trim work would be happening? The proposal states that Maltese would supervise the project from beginning to end. At crucial times, he may be required to be present more than the anticipated times and less at others.
- Hours are projected to be 8-10 hours per week.

- City was hoping to have Jim Penn but there are many residential properties being built in Northville which makes his schedule too tight to take on this project.
- The total amount for services was more than some expected, which lead to discussion whether this rate is too high. After speaking with Project Supervisors in other companies, it seems to be status quo.
- Maltese has a great knowledge about this project as he has already worked as a consult during the bidding process.

Motion Long, seconded Ayers to move that the DDA Board approves the contract submitted by D. J. Maltese for consulting services for the 125 E. Main Walkthru Project as presented. Motion carries unanimously.

COMMITTEE INFORMATION AND UPDATES

Design Committee

Streetscape Enhancement Project/MDOT

The project is substantially completed and work continues on the unofficial "Uncompleted Work List". The contractors are working with DTE to resolve several panel issues.

The areas in front of Rebecca's and Starting Gate has been completed and DDA staff has been working with business owners directly to assist in them getting prepared to submit applications for outdoor dining.

Concrete repair and/or replacement is not being scheduled until next year to allow a season of freeze/thaw to occur and to make sure that the restoration work is comprehensive.

It is expected that nearly \$100,000 worth of our contingency from this project went unused and can be used for contingency for the Walkthru Project or other physical improvement projects.

East Main Street Walkway Project

This project was discussed earlier in the meeting. Comerica Bank has had many representatives involved to insure a smooth project and contractor has been very agreeable to work with. Staff is pleased with communication so far and is ready for project to get underway.

Questions

- Where will outdoor dining areas be located, close to building or near street? Starting Gate will have to have a barrier as required by the Liquor Control Commission, Rebecca's will not. Both intend to utilize the bump outs. To comply with our current ordinance, there is a less than 2% grade from the building extending out five feet. That zone is for walking will remain open and accessible.
- Fencing or barrier for Starting Gate will not be permanent but in will enclose entire dining area.
- There are tree guards in those areas, will it affect seating in the outdoor areas? Tree planters were originally planned but the guards replaced them prior to installation so seating will be possible. The guards are designed so tables or chairs can be set upon them.
- In the spring, the tree guards will be installed at NE and SE corners at Center and Dunlap. Regular concrete will extend down to the curb cuts on both corners and grates will be installed. The weather made it impossible to complete this part of the project during the Streetscape work in that area.

Marketing Committee

Prior to the Holidays, Street Marketing gave the DDA notification that they could no longer service our account. They had taken on several new clients and did not think they had enough staff to be able to continue on service with the DDA. Marketing Committee and DDA staff considered shifting some of the marketing responsibilities to Woods and augmenting the DDA staff with a part-time clerical person. Staff hopes to bring a proposal of new staffing arrangements to the Board soon. Since January, Street Marketing has added staff and may be able to handle a portion of the marketing and PR tasks.

The DDA has also been approached by the Northville Chamber, the NCBA and merchants regarding the DDA's role in special events and how much we can participate. DDA staff and the Marketing Committee are working to develop a possible Christmas Market and to add to the October events to make Northville be known as a destination for Fall/Halloween activities.

There was a Holiday event in Downtown two years ago but the organizer has moved the event to Detroit. The Marketing Committee is trying to build on the idea and possibility plan a higher end event.

Ghostly Gathering has moved its annual October event from Mill Race Village to Chelsea. The local organizers needed more space for vendors and Mill Race Village no longer has adequate room. DDA staff will contact them to see if they can consider some other areas in the Downtown. The event brought in many outside guests from Michigan and other states.

Movies at the Marquis begin this Saturday night, January 21st. The movie is True Grit.

Business Mix Committee

No Report

Parking Committee

Car counts in Old Church Square lot and the Marquis lot will begin, with counting taking place in evenings and on weekends. Lots have been crowded the past weekend. Good weather has been a factor as people don't mind walking outside to shop.

Organizational Committee

Budget Amendments were already discussed. Budget meetings to develop FY13 budget will begin next month. Goals and Objectives will be presented to City Council on January 23rd.

Board and Staff Communications

No Report

Meeting adjourned at 9:01am

Respectfully submitted,

Catherine Woods

Catherine Woods
DDA Secretary

Approved February 21, 2012