



FERNDALE

The City of Ferndale

Agenda

Monthly Meeting of the Downtown Development Authority (DDA)
Board of Directors Downtown Development Authority Meeting

THURSDAY, JANUARY 13, 2022 @ 8:00 AM

300 E Nine Mile Road

Ferndale MI 48220

1. **Call to Order**
2. **Approval of Agenda** Vote Format: Roll Call
Chair asks each member to register vote individually
3. **Community Reports** Updates from community organizations such as the Ferndale Area District Library, Southeast Oakland Area Chamber of Commerce, Eight Mile Boulevard Association, etc. (3 minute time limit)
4. **Call to Audience** Members of the public are invited to speak on any topic. (3 minute time limit)
5. **Information Items from Executive Director**
6. **Presentations**
 - 6.a [Presentation of Best in Snow Window Decorating Contest Winners](#)
7. **Consent Agenda** Vote Format: By Voice
Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
 - 7.a [Approval of Minutes from DDA Board of Directors October 2021 Meeting](#)
 - 7.b [Authorize the Executive Director to Purchase Benches and Bike Racks at a Cost Not to Exceed \\$38,000](#)
 - 7.c [Authorize the Executive Director to Approve License for 165 East Nine Mile For A Cost Not to Exceed \\$5500](#)
8. **Regular Agenda**
 - 8.a [Adoption of the DDA Possibilities Plan](#)
 - 8.b [Budget Workshop #1](#)
9. **Call to Board Members** Members are provided an opportunity to share general updates, recovery planning strategy, questions, concerns, etc.

10. Adjournment



January 13, 2022

Downtown Development Authority

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Presentation of Best in Snow Window Decorating Contest Winners

SUGGESTED ACTION

No action required.

Agenda Item Category

Operational Item

Agenda Item Deadline Date

2022-01-10

Item Description

The Downtown Development Authority (DDA) is pleased to announce the winners of the 2nd Annual Best in Snow Window Decorating Contest and provide a quick recap of other holiday promotions.

Item Background

In 2020, the DDA launched window decorating contests with online voting to offer visitors a safe, socially distanced way to support downtown Ferndale businesses. Contests were back in 2021 by popular demand with 'Feel the Pride' in October, 'Hallowindow' in November, and 'Best in Snow' in December.

Best in Snow included four categories, and winners were selected for downtown as well as "beyond" for businesses outside the DDA District. With over 550 total votes cast, here are the winners for 2021!

Best in Snow (best overall display of holiday spirit)

- Downtown: Level One Bank
- Beyond: State Farm, Kandiss Ecton

Clark Griswold (most over the top display)

- Downtown: Hook & Eye
- Beyond: Fern and Dale's Salon

Santa's Workshop (best window shopping display)

- Downtown: Margaux & Max
- Beyond: Blumz...by J.R. Designs

Eat, Drink, and Be Merry (most festive outdoor dining or carryout experience)

- Downtown: Assaggi Bistro
- Beyond: New Way Bar

We're grateful to the staff who participated in these contests, adding a little festiveness to our community in a challenging time. The Ferndale Beautification Commission helped promoted these contests, as did many of our residents on social media.

The Frosty Ferndale holiday season also included these fun events:

'Deck the Downtown', with 1,000 DIY ornament kits created by AR Workshop and the helping hands of DDA Vision Committee volunteers. These ornaments could be picked up at Modern Natural Baby, Level One Bank, Red Hook, Maestros Dog Haus, or Elaine B Jewelry, and are currently displayed on trees throughout the downtown.

Ferndale's second Santa Parade was offered as a collaboration between Ferndale Parks & Recreation and the DDA. Santa stopped in parks all over the city, ending at Schiffer Park with live music, a s'more station, a chance to meet Santa, and a letter writing station.

Live music pop-up concert at the Rust Belt event pavilion by M1 Jazz Collective, a program of the Ferndale Community Concert Band.

Rebranded citywide egiftcard program 'Ferndale Dollars' launched with bonus cards sponsored by Giffels Webster and DTE Energy.

'You Belong Here' totes for sale in collaboration with Not Sorry Goods. These totes include the new DDA inclusiveness slogan, and money from every sale will be donated to Affirmations

Item Costs

n/a

GL#

n/a

CIP#

n/a

Additional Notes

ATTACHMENTS:



January 13, 2022

Downtown Development Authority

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Approval of Minutes from DDA Board of Directors October 2021 Meeting

SUGGESTED ACTION

Review and approve minutes

Agenda Item Category

Operational Item

Agenda Item Deadline Date

2021-12-09

Item Description

Minutes from the previous meeting of the DDA Board of Directors.

Item Background

N/A

Item Costs

N/A

GL#

N/A

CIP#

N/A

Additional Notes

ATTACHMENTS:

[DDA Minutes OCTOBER 14, 2021.pdf](#)



Monthly Meeting of the Downtown Development Authority (DDA) Board of Directors
THURSDAY, OCTOBER 14 @ 8:00 AM
300 E. Nine Mile
Ferndale, MI 48220

1. CALL TO ORDER: 8:10 am

MEMBERS PRESENT: Chair PJ Jacokes, Vice Chair Chris Johnston, Treasurer Sarah Brown, Members Nathan Martin, Toly Ashkenazi, Jerome Raska, and Mayor Melanie Piana

MEMBERS ABSENT: Janice Semma and JeDonna Dinges

STAFF PRESENT: Lena Stevens, Executive Director and Sommer Realy, Engagement Manager

GUESTS PRESENT:

- Jordan Twardy, Community and Economic Development Director
- Justin Lyons, Planning Manager
- Christine Ross, Project Planner
- Claire Dion, Zero Waste Management
- Jenny Marr, Director of the Ferndale Area District Library
- Jess Minnick, owner of Not Sorry Goods
- Catherine Tolbert, owner of Good Day Selfie Museum (Mom: Lisa Tolbert)
- Michael Hennes, owner of Howe's Bayou
- Rifino Valentine, owner of Valentine Distilling

2. APPROVAL OF AGENDA

Moved by Brown, seconded by Martin to approve the agenda with consent agenda schedule amended to move the Compost Pilot Program Overview to 5e and the addition of a Master Land Use Plan Update as item 5d.

AYES – Chair PJ Jacokes, Vice Chair Chris Johnston, Treasurer Sarah Brown, Members Nathan Martin, Toly Ashkenazi, Jerome Raska, and Mayor Melanie Piana

NAYS- None

All ayes, motion carries.

3. COMMUNITY REPORTS

- a. Jenny Marr, Director of the Ferndale Area District Library
October is library appreciation month. Keeping communities connected with a new website www.fadl.org, new emails by end of month. A new seasonal mailer has been mailed to all residents and available to take one today. In person programming is under

way, virtual is more popular. Ideation Orange façade design has begun, signage and lighting changes to LED. Youth services area is being redecorating new carpet and paint, over 10yrs of space has shed light in how it is used. Reopening has not brought surges of people, slow and steady. Board thanks director for all the effort library makes in effort to help everyone feel normal and comfortable. The library's Tiktok account is popular.

4. CALL TO AUDIENCE

- a. Jessica Minnick, co-owner of Not Sorry Goods gave a brief overview of their business and introduced themselves to the board. Lena Stevens reminds board of the You Belong Here tote that was approved and hopes to have ready on Shop Small Saturday.
- b. Catherine Tolbert, owner of Good Day Selfie Museum located at 22742 Woodward gave a brief overview of their business and introduced themselves to the board.
- c. Chris Best, part owner of Rust Belt Market expressed how proud he is of those who have outgrown his location and opened their very own brick and mortar. Chris Best shared his opinion that Social Districts should extend to 2 AM and not close at 10 PM. East and West zone is more symbolic than anything else. He loves the program thanks Executive Director, Lena Stevens for putting energy behind it and making it happen. He feels as though program is great for events yet understands festivals shutting down Patio Zones is confusing, but this is part of the reality.

5. PRESENTATIONS

5.a Social Districts Update and Policy Change Discussion

Executive Director, Lena Stevens provided an update about the Ferndale Social District also known as Patio Zones. There have been no police incidents associated with the program. There was one issue during the Funky Ferndale Art Festival which took place at Rust Belt in which patrons left the building holding unlabeled cups while the district was non-operational. No report was filed.

DPW has reported no increase in litter.

Businesses have not had to purchase any cups due to generous donations from Jim Schaffer and Associates and LIV cannabis. Total of 54,000 cups have currently been ordered with 10,000 remaining.

A critical component of the success of this program is Woodward Movement, who provides a ordering platform and oversees delivery of cups to all of the businesses.

Marketing is a beneficial aspect of Patio Zones as well. Partnerships have developed such as Brooks Brewing and Not Sorry Goods who offer specials like grab a drink and visit Not Sorry for 10% discount on any purchase.

If a special event is selling alcohol, by MLCC law, the social district must shut down. The two cannot simultaneously operate.

City Council will make final decisions about any changes to the program.

The DDA Board of Directors participated in a thorough discussion of the plan and potential updates.

5.b Update on the Planned Unit Development (PUD) Application for 141 Vester

Justin Lyons, Planning Manager presented an overview of the process along with details of the development. This property must to be rezoned to allow a redevelopment. The City of Ferndale's roll is to accept the application, review all information and then present the request to the Planning Commission for recommendation. The recommendation then goes to the City Council for approval.

Jordan Twardy, Community and Economic Development Director explained the reality of parking challenges. We need a plan to meet today's demand and a modest about growth. His role is to find solutions to ease the pain of development. Neighbors like Ferndale Collison have offered up 25 spots on weekends managed by Park Ferndale. Planning Commission has expressed initial support for the project concept, but wanted to see a more detailed response to the parking concerns expressed by the businesses.

The DDA Board of Directors participated in a thorough discussion of the development plan with levels of concern and support.

Michael Hennes, owner of Howe's Bayou located at 22848 Woodward just south of the area in discussion shared his thoughts with the board. He asked the board members to review the parking study done in 2015, especially the section on how far people walk willingly and the East side of Woodward has the most need of parking. He expressed the nature of the area in his experience is customers like the convenience of parking close to their destination. He experiences community support; some do walk from the neighborhoods however twice as many drive. Michael Hennes expressed that a large parking development is not needed.

Rifino Valentine, owner of Valentine Distilling located at 161 Vester adjacent to property in discussion. Rifino shared that he has lost more sleep over this project. He feels as though this is a death sentence for all the businesses on the East side of Woodward. He is in support of developing Vester into a pedestrian area only. Expressed that Ferndale is a destination for people from all over the state. He suggests solving the long-term solution first then talk about development.

Executive Director Stevens noted that the DDA does not play a role officially in the process, but local leaders on the Planning Commission and City Council would like to hear the boards discussion and considers this information is valuable.

Board members shared appreciation to the businesses owners who shared their thoughts and continued to discuss the variables of change and pain of growth to great length. Concerns were expressed about the possible Woodward road diet and this project happening at same time.

5.c Woodward Moves Update

Executive Director, Lena Stevens provided an update about the status of the Woodward Moves Project.

The Board discussed what role they can play when this project rolls out. Members mentioned implementing a texting and SMS notifications service to update businesses of closures and progress, promote and inform the public by using social media.

5.d. Designation of the Master Use Plan representative

Justin Lyons, Planning Manager provided a brief update about the planning process.

Chair, PJ Jacokes will be DDA Board of Directors representative.

5.e Compost Pilot Plan Overview

Claire Dion, Zero Waste Management presents an overview of the Compost Pilot Program the City has launched. This one-year residential and commercial is designed to help reduce the amount of food waste being sent to landfills. The City's Compost Pilot is looking for businesses who are interested in collecting and composting food waste. Participation to the program is free and voluntary. 64-gallon compost bins will be serviced in the compactor area (the same as the recycling carts). Businesses committing to the pilot program includes completing a 6-month program survey in April and a post-program survey in the Fall of 2022.

Pilot will gather data such as metrics, site usage, placement and see if it is worth the associated cost moving forward.

6. CONSENT AGENDA

Moved by Brown, seconded by Martin to approve the Consent Agenda as presented.

AYES – Chair PJ Jacokes, Vice Chair Chris Johnston, Treasurer Sarah Brown, Members Nathan Martin, Toly Ashkenazi, Jerome Raska, and Mayor Melanie Piana

NAYS – None

All ayes, motion carries.

7. REGULAR AGENDA

Consideration of Resolution Related to Continued Policies for Temporary Outdoor Seating, Sales, and Accessory Structures as a COVID-19 Response

The DDA Board of Directors participated in a discussion of the policy and provided opinions in support of the resolution to continue temporary outdoor seating, sales, and accessory structures.

Motion by Brown, seconded by Raska to authorize the DDA Executive Director to collaborate with City of Ferndale staff to draft the necessary resolutions for City Council to consider adoption of the extension.

AYES – Chair PJ Jacokes, Vice Chair Chris Johnston, Treasurer Sarah Brown, Members Nathan Martin, Toly Ashkenazi, Jerome Raska, and Mayor Melanie Piana

NAYS – None

All ayes, motion carries.

8. OTHER BUSINESS

Frosty Ferndale, the holiday campaign will launch on Small Business Saturday. The 2nd annual People’s Choice Halloween decorating contest is live.

Member Chris Johnston inquired about placing a QR code on the Patio Zone cups that directs public to the participating businesses and rules. Director Stevens informs members that a QR code doesn’t fit with legal agreements.

9. ADJOURNMENT

Motion by Member Raska, seconded by Mayor Piana to adjourn the meeting at 11:01 A.M.

AYES – Chair PJ Jacokes, Vice Chair Chris Johnston, Treasurer Sarah Brown, Members Nathan Martin, Toly Ashkenazi, Jerome Raska, and Mayor Melanie Piana

NAYS – None

All ayes, motion carries.



January 13, 2022

Downtown Development Authority

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Authorize the Executive Director to Purchase Benches and Bike Racks at a Cost Not to Exceed \$38,000

SUGGESTED ACTION

Authorize the Executive Director to purchase fifteen (15) Parc Vue benches from Landscape Forms and thirty (30) bike racks from Upbeat Site Furnishings at a cost not to exceed \$38,000.

Agenda Item Category

Operational Item

Agenda Item Deadline Date

2022-01-10

Item Description

As the DDA moves forward in implementing a process to better maintain and replace capital assets as outlined in the DDA Possibilities Plan, it is the goal of the Executive Director to begin by targeting the bike racks and failing benches throughout downtown. This expense was planned and budgeted in the FY21-22 DDA Budget.

The Parc Vue benches were identified by the Parks & Recreation staff for capital projects such as Geary Park. Creating this continuity throughout the City will begin to facilitate a consistent aesthetic. The DDA benches are Onyx colored (dark gray) and can be seen along East Nine Mile between the Library and City Hall. They are NOT the ornate teal benches located in the pedestrian alley between West Troy Street and West Nine Mile Road.

The bike racks are textured bronze, and are from the same company who provided the circular bike racks located at the Rainbow Crosswalk. This style of bike rack was recommended by the Community and Economic Development team and is generally preferred by cyclists.

Item Background

The order quantity is based largely on the needs identified in the DDA Possibilities Plan. It is

anticipated that costs for replacement of street furniture will continue to be elevated for 2-4 years, and reduce as all infrastructure is updated.

Item Costs

The Upbeat Site Furnishings quote for 30 bike racks is \$10,544.91. The Landscape Form quote for 15 benches is \$26,494.10. These quotes total \$37,039.01. A contingency has been added to this to approval to cover any changes in the order such as shipping/handling.

\$70,000 was budgeted in FY21-22 for street furniture and furniture for the pedestrian alleys. To date, we have spent a total of \$14,561.88. Combined with this proposed expenditure, this line item will have \$17,438 remaining - which will be used for street litter cans once a style/brand has been identified in collaboration with the City of Ferndale.

GL#

248-000-977.000

CIP#

n/a

Additional Notes

ATTACHMENTS:

[Parc Vue Benches Quote.pdf](#)

[Upbeat Site Furnishings Bike Racks Quote.pdf](#)

Quote

Date: 01/10/2022

LF Quote#: 0000348811

PO#:

Project: City of Ferndale - Parc Vue Benches 2022

Bill To: City of Ferndale - Department of Public Works
 ATTN: Roger Long
 521 East Cambourne Street
 Ferndale, MI 48220

CORPORATE

7800 E. Michigan Avenue
 Kalamazoo, MI 49048-9543
 P: 800.521.2546 F: 269.381.3455
 www.landscapeforms.com
 Federal I.D.# 38-1897577
 FSC# RA-COC-001261

Ship To: City of Ferndale - Department of Public Works
 ATTN: Roger Long
 521 East Cambourne Street
 Ferndale, MI 48220

Ship To Contact Phone:248-546-2365
 Ship Via: Common Carrier
 F.O.B.: Destination

Qty	Description	Unit Price	Total Price
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CONTRACT: NCPA 07-53

When ordering please confirm:

- Shipping address and contact information (name and ph#)
- Billing address and contact information
- Is your firm or the project tax exempt? If so, exemption certificate must accompany order
- Delivery schedule:

____ Ship immediately upon completion
 OR Ship On/After the date:_____

15	Parc Vue Bench Length: <i>72" length</i> Style: <i>Backed</i> Mounting: <i>Surface Mount</i> Arm Divider Option: <i>End Arms</i> Powdercoat Color: <i>Designer Palette - Architectural Series</i> Designer Palette: Architectural Series: <i>Onyx</i>	\$ 1,634.94	\$ 24,524.10
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Item Total	\$ 24,524.10
Shipping & Handling	\$ 1,970.00
Sub Total	\$ 26,494.10
Estimated Tax	\$ 0.00
Document Total	\$ 26,494.10

Payment Terms: Pending-Net30

Landscape Forms, Inc. reserves the right to change payment terms based on payment history as well as information obtained from commercial credit reporting agencies.

Cust #: 8EZIM
 SSR: Kyle Verseman
 Rep: Kyle Verseman, MI5

Landscape Forms Customer Service

Purchaser

Seller

Quote

Date: 01/10/2022

LF Quote#: 0000348811

PO#:

Project: City of Ferndale - Parc Vue Benches 2022

Bill To: City of Ferndale - Department of Public Works
ATTN: Roger Long
521 East Cambourne Street
Ferndale, MI 48220

CORPORATE

7800 E. Michigan Avenue
Kalamazoo, MI 49048-9543
P: 800.521.2546 F: 269.381.3455
www.landscapeforms.com
Federal I.D.# 38-1897577
FSC# RA-COC-001261

Ship To: City of Ferndale - Department of Public Works
ATTN: Roger Long
521 East Cambourne Street
Ferndale, MI 48220

Ship To Contact Phone:248-546-2365

Ship Via: Common Carrier

F.O.B.: Destination

- Purchaser is responsible for confirming options, materials, quantities, etc., for completeness and conformity to plans and specifications.
- Changes to or cancellations of orders may incur a penalty charge of 30% or more. Special orders may not be changed or cancelled.
- Studio 431 (custom) orders cannot be cancelled once purchase order is received and approved.
- Studio 431 orders are subject to price increase after engineering/product development is complete and approved by designer, end user and purchaser. Modifications in price will be handled via Change Order.
- No merchandise can be returned without authorization from Landscape Forms. Returns may be subject to a disposition fee of 30-100%.
- Prices based on quantities shown and quantity changes may affect price.
- QUOTED prices are held for 60 days. After receipt of a written ORDER, prices will be held for up to one year from receipt of the order. Changes in quantity or specification may affect pricing.
- **Lighting Poles only**-QUOTED prices are held for up to 30 days. ORDERS received on valid quotes for immediate release will be accepted at quoted. Orders received for a future dated release are subject to current pricing at the time of order release.
- Pricing includes selection from our standard color palette. Optional colors and custom color matches are available for an additional fee and will extend lead-time. Please contact our corporate office for more information.
- Fixtures for custom products are the property of Landscape Forms, Inc., and are not available for sale.
- Landscape Forms is a supplier only and ships via common carrier. Customer is responsible for offloading and installing unless otherwise indicated above.
- Handling fees alone will apply on third party and customer pick-up orders.
- Mounting hardware is only available on a limited number of products. Please consult the installation recommendations or contact our corporate office to confirm. In the event hardware is provided, it MUST be used for proper installation.
- Refer to Care and Maintenance guidelines for more detailed information and instructions.
- All orders ship upon completion of fabrication. A one-week grace period may be available, after which storage fees will apply.
- This Agreement contains the entire understanding between the parties. All prior communications are merged into this Agreement. The terms of this Agreement shall control any conflict between documents.
- This Agreement may be signed by the parties separately and by facsimile, and together they shall be deemed one binding, original Agreement.
- Purchaser shall pay all costs and expenses paid or incurred by Landscape Forms, Inc. in collecting any amounts due for goods purchased by Purchaser, including without limitation, reasonable attorneys' fees and collection costs. Balances on invoices not paid within 30 days of date of invoice, or within an alternate period of time as determined and indicated by Landscape Forms, shall incur interest at a rate of 18% per annum. Cash discounts are not offered.

Page: 2 of 3

Cust #: 8EZIM
SSR: Kyle Verseman
Rep: Kyle Verseman, MI5

Landscape Forms Customer Service

Purchaser

Seller

landscapeforms®

Quote

Date: 01/10/2022

LF Quote#: 0000348811

PO#:

Project: City of Ferndale - Parc Vue Benches 2022

Bill To: City of Ferndale - Department of Public Works
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Ferndale, MI 48220

Ship To Contact Phone:248-546-2365

Ship Via: Common Carrier

F.O.B.: Destination

- Tax is estimated. Actual tax will be charged on final invoice and shall be payable by the Purchaser. U.S. customers must provide a valid sales tax exemption or resale certificate to remove liability.
- To the extent purchaser supplies or modifies the standard specifications for any products, Landscape Forms, Inc. expressly disclaims all representations and warranties related to such products or their design whether express or implied except that the products shall be manufactured in accordance with purchaser's specifications.
- **REMITTANCE OPTIONS:** For information on paying via credit card, ACH, direct bank transfer, or wire please email us at AR@landscapeforms.com. Please note all credit card charges will be subject to a 3% surcharge. Mail payments to:

USD Checks

Landscape Forms, Inc.
Dept 78073
PO Box 78000
Detroit, MI 48278-0073
USA

CAD Cheques

Landscape Forms, Inc.
PO Box 2408
Station A
Toronto, Ontario M5W 2K6
CAN

Page: 3 of 3

Cust #: 8EZIM
SSR: Kyle Verseman
Rep: Kyle Verseman, MI5

Landscape Forms Customer Service

Purchaser

Seller

landscapeforms®

Company Address 211 N Lindbergh Blvd
St. Louis, Missouri 63141
US


Created Date 1/10/2022
Expiration Date 2/9/2022
Quote Number SFQ-00055450

Prepared By Lauren Wilson
Email lauren.wilson@upbeat.com

Contact Name Roger Long
Phone (248) 546-2365
Email rglong@ferndalemi.gov
Fax +1.248.546.2521

Bill To Name CITY OF FERNDALE
Bill To 521 E CAMBOURNE ST
FERNDALE, Michigan 48220-1313
US

Ship To Name CITY OF FERNDALE
Ship To 521 E CAMBOURNE ST
FERNDALE, Michigan 48220-1313
US

Product Image	Item	Description	Sales Price	Quantity	Total Price
 Not actual colors	CIRCLEBR	Circle Powder Coated Bike Rack, Surface Mount COLOR: TEXTURED BRONZE	\$340.00	30.00	\$10,200.00

Subtotal	\$10,200.00
Shipping and Handling	\$344.91
Subtotal before tax	\$10,544.91
Tax	\$0.00
Total	\$10,544.91

Terms and Conditions:

Sales tax may change at time of invoice due to changes in state, county, or local sales tax rates or laws.

Any sales tax exemption certificate must be on file and approved by Upbeat prior to shipment or sales tax will be charged.

Products are made to order. Any returns will be assessed a 30% restocking fee; custom orders cannot be returned.

Returns need to be in original packaging and cannot have been installed.

Lead times are an estimate and will be confirmed at time of order.

Orders may be expedited upon request but will be assessed a 25% expedite fee. Expedited lead time will need to be confirmed prior to an order being placed.

Prices are valid for 30 days.

Product prices are subject to raw material (steel, plastic, wood) surcharges. Surcharges in excess of 10% of the product price will be communicated in advance, all others will be finalized at time of order placement.

Orders may be placed up to 6 months in advance.

Initials _____



Some assembly may be required. Reference assembly instructions for assembly and maintenance information.

Products may ship from more than one location, resulting in multiple shipments.

If a delivery date is not specified orders are shipped as completed. An order may be held upon request for up to 5 business days, but storage fees may apply.

Shipping Contact & Additional Information

*Call Ahead Shipping Contact: The carrier will call this person 24 hours prior to delivery

Call 24 Hours
Before Delivery

Call Before Name Roger Long

Call Before Number (248) 546-2525 📞

*Lift Gate: If you do not have a dock or forklift available to accept delivery this must be selected

Liftgate

Accept and Place Order:

By signing I agree to all the terms and conditions above and am authorizing Upbeat to convert this quote to an order as described.
Please initial each page as well

Signature

Date

Printed Name

Initials _____



January 13, 2022

Downtown Development Authority

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Authorize the Executive Director to Approve License for 165 East Nine Mile For A Cost Not to Exceed \$5500

SUGGESTED ACTION

Authorize the Executive Director to approve license for continued public use of 165 East Nine Mile (aka the Pop Up Park) for the 2022 calendar year and an annual cost not to exceed \$5500.

Agenda Item Category

Operational Item

Agenda Item Deadline Date

2022-01-11

Item Description

The property located at 165 East Nine Mile Road has been licenced by the Ferndale DDA since the onset of the pandemic to create additional outdoor gathering space. The Executive Director recommends that this agreement be continued in 2022. Note that this contract can be terminated by either party with 30 days written notice.

Item Background

n/a

Item Costs

Annual cost not to exceed \$5500.

GL#

248-000-818.000 Contractual Services

CIP#

n/a

Additional Notes

ATTACHMENTS:

[License Agreement re Dorfman property 2022.pdf](#)

LICENSE AGREEMENT

This License Agreement has been entered into as of the date noted below, by and between 165 E 9 Mile Rd LLC (“Licensor”), having an address at 40900 Woodward Avenue, Suite 350, Bloomfield Hills, Michigan, 48304 and the Ferndale Downtown Development Authority (“Licensee”), a downtown development authority created pursuant to law, with an address at 300 E. 9 Mile Road, Ferndale, Michigan, 48220.

Licensor is the owner of certain property located at Bermuda and E. Nine Mile Road in the City of Ferndale, Michigan (the “Premises”), as described in the attached Exhibit A. Licensee desires to obtain a license to utilize the Premises for outdoor seating by the public during the term as set forth below subject to the following conditions.

NOW, THEREFORE, for good and valuable consideration, the sufficiency and receipt of which the parties acknowledge Licensee and Licensor agree as follows:

1. *Grant of License.* Licensor licenses, grants and permits Licensee a license to use the Premises for outdoor seating by the public for the time period as set forth in Section 4.
2. *Use of Premises.* Licensee may use the Premises for the outdoor seating and small events by the public during the term specified in Section 4. With the exception of lawn mowing and snow removal, which shall be the sole responsibility of Licensor during the term of the License, Licensee shall, at its sole cost, provide the proper upkeep of the Premises, and any equipment placed on the Premises, including litter control, waste management, seasonal plantings, and any other maintenance at the Premises that may become reasonably necessary for Licensee to maintain the Premises for its intended use throughout the term of the License. Licensee shall be permitted to locate, at its cost, picnic tables, chairs, trash, and recycling bins, and shall be responsible for the maintenance, emptying and repair of such items. Upon the termination of this

License, Licensee shall have all such items removed from the Premises and restore the Premises to the condition existing at the commencement of this Agreement.

3. *Payment for License.* Throughout the term of this License, Licensee shall pay to Licensor the sum of five hundred dollars per month (\$500) in the months of November – May, four hundred dollars per month (\$400) in the months of June – October for a total of five thousand and five hundred dollars (\$5,500) per year, plus other good and valuable consideration, the receipt of which is hereby acknowledged.

4. *Term of License.* This License shall commence upon execution of this Agreement by both parties and end on December 31, 2022. During such Term, Licensor, or any prospective buyer and others it selects, shall have access to the Premises in order to review the site and perform inspections on the Premises. Licensee acknowledges that this may cause temporary disruption to the use of the property, but that in no event shall such temporary disruption abate any payment due as set forth in Section 3 above. At all times throughout the term of the License, Licensor shall also have the right to display a sign advertising the sale of the Premises consistent with the City’s code of ordinances. Licensor reserves the exclusive use of the parking spaces on the north end of the property during the term of the license (see Exhibit A) and Licensee agrees to use reasonable efforts to inform the public that those parking spaces are reserved for such exclusive private use throughout the term.

5. *Compliance with Laws.* Licensee shall, in connection with its use of the Premises, comply with all applicable laws, ordinances and regulations.

6. *Insurance.* Licensee shall provide general liability insurance policies in an amount of not less than One Million dollars of coverage per occurrence for any and all claims and damages whatsoever arising out of Licensee’s use of the Premises under this License Agreement, naming

Licensor as an additional insured and noting such coverage as being primary and not contributory. To the fullest extent permitted by law, Licensee agrees to defend, pay on behalf, indemnify and hold harmless Licensor, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from Licensor which arises out of or is in anyway connected with Licensee's use of the Premises during this Agreement.

7. *Assignment.* Licensee shall not assign this Agreement nor permit any use of the Premises other than as specified in this Agreement without the prior written consent of the Licensor, such consent to be withheld in Licensor's sole and absolute discretion.

8. *Termination of License.* This License may be terminated, at any time, upon thirty (30) days written notice by either party.

9. This agreement may be executed in counter-parts, each of which shall be an original and all of which counter-parts taken together shall constitute one in the same agreement.

IN WITNESS WHEREOF, the parties have executed this License Agreement on the dates set forth below.

Ferndale Downtown Development Authority

By: _____

Its: _____

Dated: _____

165 E 9 Mile Rd, LLC

By: _____

Its: _____

Dated: _____

Exhibit A – 165 E. Nine Mile, Ferndale, MI 48220 (25-27-382-020) denoted in red)



Private parking area denoted in blue.

Source: Oakland County Property Gateway



January 13, 2022

Downtown Development Authority

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Adoption of the DDA Possibilities Plan

SUGGESTED ACTION

Vote to adopt DDA Possibilities Plan as provided by Hamilton Anderson

Agenda Item Category

Strategic Plan Item

Agenda Item Deadline Date

2021-12-09

Item Description

Initiated in 2018, the Downtown Ferndale Possibilities Plan was designed to create better informed discussion, generate ideas, and help people visualize possibilities. Caring for existing resources is only one piece of the puzzle. Development can change the face of a community and visioning exercises like this can make space for big ideas before a development project is on the table.

Item Background

The plan begins with a complete understanding of downtown through a parcel-by-parcel investigation, as well as an extensive inventory of all capital assets. It then uses this information along with stakeholder input to imagine downtown's full potential and envision its future in both the near- and long-term.

Adopting this plan will allow staff to begin integrating it into operations as well as the budget process for FY22-23. In the coming year, the DDA Board of Directors will be asked to consider and vote on an updated Development/TIF Plan which will mirror the DDA Possibilities Plan and provide more detail required by state law. The Executive Director will also make presentations to groups like the Planning Commission and City Council when the schedule allows.

As we look forward to economic recovery from the pandemic, a strategic approach to maintaining a walkable, inviting downtown has never been more critical. Outdoor activation is key. By creating spaces where people feel relaxed and welcome, they are more likely to support one of the many locally owned businesses in downtown.

The draft of this plan was presented for discussion in September 2021, and the board is now being asked to formally adopt the plan.

The plan is available online at:
<https://downtownferndale.com/about-the-dda/planning/>

Print copies have been made available to all members at their request.

Item Costs

The total cost of this plan was \$76,125.51 spread over several fiscal years. This contract was approved by Executive Director Hicks in 2018, and Hamilton Anderson worked diligently with Executive Director Stevens on a new direction for the plan in 2019 and 2020 at their own expense.

GL#

248-000-818.000: Contractual Services

CIP#

N/A

Additional Notes

ATTACHMENTS:



January 13, 2022

Downtown Development Authority

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Budget Workshop #1

SUGGESTED ACTION

No action required.

Agenda Item Category

Operational Item

Agenda Item Deadline Date

2022-01-10

Item Description

The Executive Director will present the amended FY21-22 budget as well as the FY22-23 budget for consideration and discussion.

Item Background

A revenue and expenditure report for the current fiscal year is attached to this item. Revenues are higher than expected and expenditures are fairly low to date. It should be noted that Facilities Maintenance charges are currently being processed for the months of August - December. In light of the solid financial situation of the Ferndale DDA, the budget will reflect opportunities to continue investments in outdoor seating and dining areas, and partnering with the City of Ferndale for future capital projects.

Please note that the Executive Director will be absent in February and the DDA Board of Directors will be asked to vote on this budget in March, 2022.

Item Costs

n/a

GL#

n/a

CIP#

n/a

Additional Notes

ATTACHMENTS:

[DDA Revenue and Expenditure Report FY20-21](#)

User: lstevens

DB: Ferndale

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2022 NORM (ABNORM)	MONTH 01/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - Downtown Development Authority							
Revenues							
Dept 000 - General							
248-000-402.000	Property taxes	498,633.00	498,633.00	600,415.98	0.00	(101,782.98)	120.41
248-000-402.001	Property Taxes - personal	0.00	0.00	0.00	0.00	0.00	0.00
248-000-402.005	Property Taxes - Loss in Chang	0.00	0.00	0.00	0.00	0.00	0.00
248-000-402.200	Reimbursement for PPT Loss	0.00	0.00	0.00	0.00	0.00	0.00
248-000-403.100	Property Tax Chargebacks	0.00	0.00	0.00	0.00	0.00	0.00
248-000-404.000	Voted Property taxes	81,208.00	81,208.00	65,349.74	0.00	15,858.26	80.47
248-000-404.001	Voted Property taxes - persona	0.00	0.00	0.00	0.00	0.00	0.00
248-000-523.000	Federal grant	0.00	0.00	0.00	0.00	0.00	0.00
248-000-545.000	State grant	0.00	0.00	25,000.00	0.00	(25,000.00)	100.00
248-000-550.010	State PPT Loss Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
248-000-582.000	Local grants	12,500.00	12,500.00	10,000.00	0.00	2,500.00	80.00
248-000-610.000	Participation fees	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	Interest income	0.00	0.00	0.00	0.00	0.00	0.00
248-000-675.000	Contributions	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-000-675.248	Proceeds- DDA Special Events	0.00	0.00	0.00	0.00	0.00	0.00
248-000-675.500	Contributions - DDA - Public A	0.00	0.00	0.00	0.00	0.00	0.00
248-000-676.101	General Fund contrb.	0.00	0.00	0.00	0.00	0.00	0.00
248-000-695.100	Miscellaneous income	0.00	0.00	0.00	0.00	0.00	0.00
248-000-698.000	Net unrealized gains	0.00	0.00	0.00	0.00	0.00	0.00
248-000-699.661	Transfer In from Motor Pool	0.00	0.00	0.00	0.00	0.00	0.00
248-000-699.677	Transfer In from HR Fund	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - General		612,341.00	612,341.00	700,765.72	0.00	(88,424.72)	114.44
TOTAL REVENUES		612,341.00	612,341.00	700,765.72	0.00	(88,424.72)	114.44
Expenditures							
Dept 000 - General							
248-000-706.000	Full Time Personnel	125,214.00	125,214.00	63,593.57	4,643.38	61,620.43	50.79
248-000-707.000	Part-Time Personnel	10,000.00	10,000.00	577.50	0.00	9,422.50	5.78
248-000-709.000	Overtime	0.00	0.00	0.00	0.00	0.00	0.00
248-000-714.000	Holiday Pay	0.00	0.00	0.00	0.00	0.00	0.00
248-000-714.100	Sick Pay - Annual	0.00	0.00	0.00	0.00	0.00	0.00
248-000-715.000	Social Security	9,579.00	9,579.00	5,059.80	354.07	4,519.20	52.82
248-000-716.000	Health - premiums	0.00	0.00	0.00	0.00	0.00	0.00
248-000-716.100	Health Insurance	7,601.00	7,601.00	0.00	0.00	7,601.00	0.00
248-000-716.110	Health Insurance - EE Contribu	(360.00)	(360.00)	(30.00)	(15.00)	(330.00)	8.33
248-000-716.115	Health Insurance - Retiree	0.00	0.00	0.00	0.00	0.00	0.00
248-000-716.150	Health Insurance Waiver	4,000.00	4,000.00	1,999.98	0.00	2,000.02	50.00
248-000-716.736	Health - OPEB Funding	0.00	0.00	0.00	0.00	0.00	0.00
248-000-716.999	Health Care Clearing	0.00	0.00	0.00	0.00	0.00	0.00
248-000-717.000	Life Insurance - EE	211.00	211.00	147.20	22.40	63.80	69.76
248-000-718.000	Pension- ICMA-RC 401	8,764.00	8,764.00	4,451.60	325.04	4,312.40	50.79
248-000-719.000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
248-000-721.000	Longevity	0.00	0.00	0.00	0.00	0.00	0.00
248-000-725.000	Workers Compensation	866.00	866.00	0.00	0.00	866.00	0.00
248-000-730.000	Postage, Mail processing	500.00	500.00	0.00	0.00	500.00	0.00
248-000-740.000	Operating Supplies	7,000.00	7,000.00	775.10	0.00	6,224.90	11.07
248-000-740.248	Operating - DDA Special Projec	0.00	0.00	0.00	0.00	0.00	0.00
248-000-747.000	Grant Activity	0.00	0.00	0.00	0.00	0.00	0.00
248-000-752.000	Motor Fuel / Lubricants	0.00	0.00	0.00	0.00	0.00	0.00
248-000-775.000	Repair & Maintenance	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-000-802.000	Audit/Actuarial Fees	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00

User: lstevens
DB: Ferndale

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2022 NORM (ABNORM)	MONTH 01/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - Downtown Development Authority							
Expenditures							
248-000-818.000	Contractual Services	49,950.00	49,950.00	46,238.98	0.00	3,711.02	92.57
248-000-818.600	Contractual Services - Special	0.00	0.00	0.00	0.00	0.00	0.00
248-000-853.000	Phone/Communications	800.00	800.00	0.00	0.00	800.00	0.00
248-000-853.116	Telecom - Cell Phone EE Reimb.	1,650.00	1,650.00	0.00	0.00	1,650.00	0.00
248-000-873.000	Training/Education	16,000.00	16,000.00	0.00	0.00	16,000.00	0.00
248-000-885.000	Special programs	45,000.00	45,000.00	18,755.83	300.00	26,244.17	41.68
248-000-885.500	Special Programs- Public Art	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
248-000-900.000	Printing & Publishing	12,000.00	12,000.00	3,834.35	0.00	8,165.65	31.95
248-000-914.000	Liability Insurance	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
248-000-920.000	Utilities	10,000.00	10,000.00	2,286.80	0.00	7,713.20	22.87
248-000-931.000	Facilities Maintenance	246,600.00	246,600.00	21,112.66	0.00	225,487.34	8.56
248-000-931.441	Facilities Maintenance - DPW	0.00	0.00	0.00	0.00	0.00	0.00
248-000-940.200	Equipment Leases - Non-City ow	0.00	0.00	0.00	0.00	0.00	0.00
248-000-942.000	Building Rental	0.00	0.00	0.00	0.00	0.00	0.00
248-000-943.000	Equip Rental Alloc - General F	600.00	600.00	0.00	0.00	600.00	0.00
248-000-956.000	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
248-000-958.000	Memberships & Dues	3,500.00	3,500.00	675.00	0.00	2,825.00	19.29
248-000-961.101	General Fund Admin Allocation	16,000.00	16,000.00	8,102.50	0.00	7,897.50	50.64
248-000-965.101	Contrb To General Fund	0.00	0.00	0.00	0.00	0.00	0.00
248-000-965.585	Contrb to Auto Parking	55,000.00	55,000.00	27,500.00	0.00	27,500.00	50.00
248-000-968.000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00
248-000-970.000	Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00
248-000-974.000	Public Improvements	0.00	0.00	0.00	0.00	0.00	0.00
248-000-977.000	Capital Outlay	82,500.00	82,500.00	17,779.70	0.00	64,720.30	21.55
248-000-977.115	Printing and Scanning Devices	0.00	0.00	0.00	0.00	0.00	0.00
248-000-996.000	Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - General		731,975.00	731,975.00	222,860.57	5,629.89	509,114.43	30.45
TOTAL EXPENDITURES		731,975.00	731,975.00	222,860.57	5,629.89	509,114.43	30.45
Fund 248 - Downtown Development Authority:							
TOTAL REVENUES		612,341.00	612,341.00	700,765.72	0.00	(88,424.72)	114.44
TOTAL EXPENDITURES		731,975.00	731,975.00	222,860.57	5,629.89	509,114.43	30.45
NET OF REVENUES & EXPENDITURES		(119,634.00)	(119,634.00)	477,905.15	(5,629.89)	(597,539.15)	399.47
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		612,341.00	612,341.00	700,765.72	0.00	(88,424.72)	114.44
TOTAL EXPENDITURES - ALL FUNDS		731,975.00	731,975.00	222,860.57	5,629.89	509,114.43	30.45
NET OF REVENUES & EXPENDITURES		(119,634.00)	(119,634.00)	477,905.15	(5,629.89)	(597,539.15)	399.47