



**Meeting of the DDA Board of Directors
June 27, 2023 - 8:00 a.m.**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. May 2023 Revenue and Expenditure Report (Attachment 4.a)
 - b. May 2023 Invoice Report (Attachment 4.b)
 - c. May 23, 2023 DDA Meeting Minutes (Attachment 4.c)
 - d. 4th Quarter Budget Amendments (Attachment 4.d)
5. Purchase and Installation of Bollards (Attachment 5)
6. Purchase of Truck from Fire Department (Attachment 6)
7. Ford Field RAP grant request for support (Handout)
8. Information and Updates
 - a. Design Committee – DDA Staff
 - b. Marketing Committee – Shawn Riley
 - i. Marketing Update (Attachment 8.b.i)
 - c. Organizational Committee – DJ Boyd
 - d. Economic Development Committee – Aaron Cozart
 - i. TIF and Development Plan Update
 - e. Parking Committee – Al Maciag
9. Future Meetings / Important Dates (Attachment 9)
10. Board and Staff Communications
11. Adjournment – Next Meeting – **July 25, 2023**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 05/31/2023

% Fiscal Year Completed: 91.78

MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/23 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	814,558.00	815,346.00	815,346.26	0.00	(0.26)	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	(3.01)	0.00	(996.99)	0.30	
248-000-451.000	DDA OPERATING LEVY	67,216.00	65,544.00	66,727.60	0.00	(1,183.60)	101.81	
PROPERTY TAXES		880,774.00	879,890.00	882,070.85	0.00	(2,180.85)	100.25	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	180.00	0.00	0.00	100.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	13,846.00	13,375.63	706.00	470.37	96.60	
LICENSES, FEES, & PERMITS		15,180.00	14,026.00	13,555.63	706.00	470.37	96.65	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	36,000.00	24,431.00	24,430.86	0.00	0.14	100.00	
STATE REVENUES		36,000.00	24,431.00	24,430.86	0.00	0.14	100.00	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	1,610.00	561.00	561.00	0.00	0.00	100.00	
248-000-626.110	EV CHARGING STATION REVENUE	0.00	1,515.00	299.45	0.00	1,215.55	19.77	
MISCELLANEOUS REVENUES		1,610.00	2,076.00	860.45	0.00	1,215.55	41.45	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	0.00	8,000.00	6,244.40	437.50	1,755.60	78.06	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	30.00	3,000.00	3,093.56	0.00	(93.56)	103.12	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650.00	6,750.00	5,935.84	0.00	814.16	87.94	
248-000-665.400	INVESTMENT POOL BANK FEES	(100.00)	(500.00)	(368.45)	(21.68)	(131.55)	73.69	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750.00)	(700.00)	(572.11)	8.11	(127.89)	81.73	
248-000-665.600	BANK LOCKBOX FEES	(200.00)	(550.00)	(425.81)	(28.93)	(124.19)	77.42	
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(106.69)	0.00	(33.31)	76.21	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(6,000.00)	(2,825.09)	0.00	(3,174.91)	47.08	
INTEREST		5,490.00	9,860.00	10,975.65	395.00	(1,115.65)	111.31	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	570.00	0.00	130.00	81.43	
RENTAL INCOME		700.00	700.00	570.00	0.00	130.00	81.43	
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	38,000.00	38,682.00	64,957.80	0.00	(26,275.80)	167.93	
GRANTS & OTHER LOCAL SOURCES		38,000.00	38,682.00	64,957.80	0.00	(26,275.80)	167.93	
Unclassified								
248-000-626.010	DEVELOPER REIMBURSEMENT	0.00	20,000.00	0.00	0.00	20,000.00	0.00	
Unclassified		0.00	20,000.00	0.00	0.00	20,000.00	0.00	
Total Dept 000		977,754.00	989,665.00	997,421.24	1,101.00	(7,756.24)	100.78	

PERIOD ENDING 05/31/2023
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MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2022-23	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2023 (ABNORM)	MONTH 05/31/23 INCR (DECR)	BALANCE (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
TOTAL REVENUES		977,754.00	989,665.00	997,421.24	1,101.00	(7,756.24)	100.78
Expenditures							
Dept 573 - DPW SERVICES							
248-573-706.000	WAGES - REGULAR FULL TIME	11,500.00	8,000.00	4,395.53	285.04	3,604.47	54.94
248-573-707.000	WAGES - REGULAR OVERTIME	500.00	500.00	236.25	189.00	263.75	47.25
248-573-725.000	FRINGE BENEFITS	11,000.00	8,295.00	4,529.91	451.86	3,765.09	54.61
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	160.10	39.39	364.90	30.50
248-573-943.000	EQUIPMENT RENTAL - CITY	11,135.00	11,135.00	7,529.50	302.40	3,605.50	67.62
Total Dept 573 - DPW SERVICES		34,660.00	28,455.00	16,851.29	1,267.69	11,603.71	59.22
Dept 741 - DESIGN COMMITTEE							
248-741-706.000	WAGES - REGULAR FULL TIME	22,605.00	22,605.00	20,188.82	1,641.20	2,416.18	89.31
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	49,691.68	4,089.50	15,188.32	76.59
248-741-725.000	FRINGE BENEFITS	13,540.00	14,705.00	12,310.17	1,017.46	2,394.83	83.71
248-741-726.000	SUPPLIES	500.00	300.00	499.11	165.00	(199.11)	166.37
248-741-775.200	DOWNTOWN MATERIALS	27,145.00	27,145.00	17,450.97	757.05	9,694.03	64.29
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	800.00	1,330.00	2,798.07	1,351.77	(1,468.07)	210.38
248-741-775.900	FUEL & OIL	400.00	1,000.00	555.80	0.00	444.20	55.58
248-741-801.000	CONTRACTUAL SERVICES	31,470.00	24,970.00	24,689.28	2,621.11	280.72	98.88
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,161.67	451.67	1,838.33	54.04
248-741-920.010	ELECTRIC POWER	1,420.00	5,000.00	4,105.96	231.06	894.04	82.12
248-741-920.020	NATURAL GAS	8,410.00	18,600.00	15,229.65	293.96	3,370.35	81.88
248-741-920.030	WATER & SEWER SERVICE	9,300.00	9,300.00	5,775.32	0.00	3,524.68	62.10
248-741-938.120	LANDSCAPE MAINTENANCE	35,310.00	35,310.00	13,396.10	603.20	21,913.90	37.94
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	1,706.00	0.00	294.00	85.30
248-741-955.210	SIGNAGE & MARKERS PROJECT	500.00	500.00	0.00	0.00	500.00	0.00
248-741-962.500	VEHICLE INSURANCE	420.00	455.00	452.00	0.00	3.00	99.34
248-741-976.010	STREET FURNISHINGS	37,500.00	31,330.00	34,367.56	3,518.00	(3,037.56)	109.70
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 741 - DESIGN COMMITTEE		260,200.00	264,930.00	205,378.16	16,740.98	59,551.84	77.52
Dept 742 - MARKETING COMMITTEE							
248-742-706.000	WAGES - REGULAR FULL TIME	18,085.00	18,085.00	16,163.69	1,312.95	1,921.31	89.38
248-742-709.000	WAGES - PART TIME	30,865.00	30,865.00	27,547.75	1,792.55	3,317.25	89.25
248-742-725.000	FRINGE BENEFITS	8,625.00	9,270.00	8,277.63	644.95	992.37	89.29
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	55,865.00	54,365.00	46,809.50	7,673.00	7,555.50	86.10
248-742-801.340	WEB SITE MAINTENANCE	1,355.00	1,320.00	1,192.96	0.00	127.04	90.38
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,100.00	49,900.00	61,443.63	7,900.00	(11,543.63)	123.13
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	1,365.00	1,365.00	0.00	0.00	100.00
Total Dept 742 - MARKETING COMMITTEE		165,695.00	165,220.00	162,800.16	19,323.45	2,419.84	98.54
Dept 743 - PARKING COMMITTEE							
248-743-706.000	WAGES - REGULAR FULL TIME	9,045.00	9,045.00	8,082.09	656.51	962.91	89.35
248-743-725.000	FRINGE BENEFITS	3,445.00	3,445.00	3,078.27	253.38	366.73	89.35
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	500.00	0.00	0.00	0.00	0.00	0.00

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		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	50,000.00	0.00	0.00	100.00	
248-743-995.230	O/T TO PARKING FUND	123,660.00	123,660.00	98,660.00	0.00	25,000.00	79.78	
Total Dept 743 - PARKING COMMITTEE		186,700.00	186,200.00	159,820.36	909.89	26,379.64	85.83	
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,565.00	13,565.00	12,154.80	984.70	1,410.20	89.60	
248-744-709.000	WAGES - PART TIME	20,120.00	20,120.00	18,929.06	989.75	1,190.94	94.08	
248-744-725.000	FRINGE BENEFITS	5,745.00	6,720.00	6,231.98	469.93	488.02	92.74	
248-744-726.000	SUPPLIES	2,750.00	750.00	1,787.14	0.00	(1,037.14)	238.29	
248-744-730.000	POSTAGE	50.00	50.00	31.80	0.00	18.20	63.60	
248-744-731.000	PUBLICATIONS	65.00	0.00	0.00	0.00	0.00	0.00	
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,530.00	3,845.00	4,378.26	0.00	(533.26)	113.87	
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0.00	20,000.00	0.00	0.00	20,000.00	0.00	
248-744-802.010	LEGAL SERVICES - GENERAL	11,000.00	11,000.00	5,079.07	176.00	5,920.93	46.17	
248-744-805.000	AUDITING SERVICES	5,250.00	5,250.00	5,248.00	0.00	2.00	99.96	
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	1,673.44	199.00	(458.44)	137.73	
248-744-920.000	UTILITIES	1,300.00	1,300.00	1,187.67	75.00	112.33	91.36	
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	1,330.80	0.00	64.20	95.40	
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	135.00	0.00	715.00	15.88	
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	6,450.00	4,290.00	4,290.00	0.00	0.00	100.00	
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	0.00	2,500.00	2,716.00	360.00	(216.00)	108.64	
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,220.00	13,220.00	13,220.00	0.00	0.00	100.00	
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,505.00	106,070.00	78,393.02	3,254.38	27,676.98	73.91	
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,125.00	27,125.00	24,229.62	1,969.44	2,895.38	89.33	
248-745-725.000	FRINGE BENEFITS	10,340.00	10,335.00	9,227.75	760.20	1,107.25	89.29	
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00	
248-745-801.000	CONTRACTUAL SERVICES	0.00	23,850.00	34,969.53	10,018.50	(11,119.53)	146.62	
248-745-955.190	BUSINESS RETENTION PROGRAM	500.00	7,500.00	0.00	0.00	7,500.00	0.00	
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		38,065.00	68,910.00	68,426.90	12,748.14	483.10	99.30	
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	169,880.00	169,880.00	169,880.00	0.00	0.00	100.00	
Total Dept 906 - DEBT SERVICE		169,880.00	169,880.00	169,880.00	0.00	0.00	100.00	
Dept 999 - RESERVE ACCOUNTS								
248-999-999.000	UNALLOCATED RESERVE	37,049.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 999 - RESERVE ACCOUNTS		37,049.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		977,754.00	989,665.00	861,549.89	54,244.53	128,115.11	87.05	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 05/31/2023

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MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET	05/31/2023 NORM (ABNORM)	MONTH 05/31/23 INCR (DECR)	NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		977,754.00	989,665.00	997,421.24	1,101.00	(7,756.24)		100.78
TOTAL EXPENDITURES		977,754.00	989,665.00	861,549.89	54,244.53	128,115.11		87.05
NET OF REVENUES & EXPENDITURES		0.00	0.00	135,871.35	(53,143.53)	(135,871.35)		100.00

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 573 DPW SERVICES							
248-573-801.020	AUTOMOTIVE SERVICE	NAPA AUTO PARTS	PARTS FOR DDA PICKUP TRUCK REPAIR	2698-787294	05/03/23	39.39	120751
						39.39	
Total For Dept 573 DPW SERVICES							
Dept 741 DESIGN COMMITTEE							
248-741-726.000	SUPPLIES	NORTHVILLE STITCHING P	T-SHIRT FOR SEASONAL EMPLOYEES	6968	05/24/23	165.00	120970
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322532048778	51223	05/31/23	56.20	120967
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322538839337	4100576	05/31/23	646.79	120968
248-741-775.200	DOWNTOWN MATERIALS	LORI WARD	REIMBURSE FOR WEEDING TOOL	113-1776813-6182	05/31/23	54.06	120972
248-741-775.210	SOCIAL DISTRICT EXPENDITUF	STAPLES CREDIT PLAN	TRASH CANS - DOWNTOWN	3536848573	05/17/23	487.77	120853
248-741-775.210	SOCIAL DISTRICT EXPENDITUF	AARONSON MANAGEMENT, I	SIGNS	1-35984	05/17/23	270.00	120869
248-741-775.210	SOCIAL DISTRICT EXPENDITUF	AARONSON MANAGEMENT, I	SOCIAL DISTRICT SIGNAGE	1-36035	05/31/23	594.00	120961
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	SOFTWARE SERVICE SUPPORT	34835	05/03/23	78.16	120802
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION MI EMPLOYER	DDA NEW HIRE	507064	05/31/23	140.00	120976
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION MI EMPLOYER	DDA NEW HIRE	506843	05/31/23	140.00	120976
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION START UP AND REPAIR	218156	05/31/23	2,262.95	120959
248-741-801.000	CONTRACTUAL SERVICES	COMMUNITY FINANCIAL CR	1793788-02 ZOOM, COMCAST, CC, SUPPL	05/01/23 - 05/31	06/14/23	252.56	121055
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY RESTROOM PROGRAM	110907	05/03/23	195.00	120773
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTIES	L11368	05/31/23	256.67	120965
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 4/18/23 - 5/16/23	4/18/23 - 5/16/2	05/31/23	231.06	120956
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 4/4/ - 5/4/23	050123	05/17/23	293.96	500519
248-741-938.120	LANDSCAPE MAINTENANCE	MARK PRIELIPP GREENHOU	BEAUTIFICATION FLOWERS FOR DOWNTOW	REISSUE 120850	05/31/23	240.00	120939
248-741-938.120	LANDSCAPE MAINTENANCE	HOME DEPOT CREDIT SERV	6035322538839337	4100576	05/31/23	363.20	120968
248-741-976.010	STREET FURNISHINGS	GREENCORNER& POWDER CO	UMBRELLAS	1677A	05/31/23	3,518.00	120943
						10,245.38	
Total For Dept 741 DESIGN COMMITTEE							
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	NORTHVILLE 5-202	05/03/23	2,000.00	120743
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	UPDATED TWIST SOCIAL DISTRICT CARDS	69408	05/03/23	275.00	120744
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	CONCERT SERIES - SIGNAGE	1-35908	05/03/23	408.00	120767
248-742-801.000	CONTRACTUAL SERVICES	SEEN MEDIA GROUP LLC	AD IN SEEN MAGAZINE	2023-58646	05/17/23	600.00	120911
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR CONSULTING	NORTHVILLE6-2023	05/31/23	2,000.00	120941
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	EVENT CARDS	69577	05/31/23	376.00	120942
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	EVENT AND DIRECTORY SIGNAGE	1-36029	05/31/23	369.00	120961
248-742-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FOR EVENT CARD AND A	068	05/31/23	1,645.00	120980
248-742-801.340	WEB SITE MAINTENANCE	COMMUNITY FINANCIAL CR	1793788-02 ZOOM, COMCAST, CC, SUPPL	05/01/23 - 05/31	06/14/23	52.25	121055
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	QUARTERLY CONCERT PAYMENT	2630	05/31/23	7,900.00	120979
						15,625.25	
Total For Dept 742 MARKETING COMMITTEE							
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE MARCH 23 (132751	05/03/23	112.00	120789
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE APRIL 23	133163	05/30/23	64.00	120985
248-744-900.000	PRINTING & PUBLISHING	YOURMEMBERSHIP.COM, IN	MML EMPLOYMENT AD	R63096976	05/17/23	199.00	120910
248-744-962.010	INSURANCE - SPECIAL EVENTS	WEST BEND MUTUAL INSUR	2023-2024 SPECIAL EVENTS POLICY INS	05302023	05/31/23	2,158.00	120977
						2,533.00	
Total For Dept 744 ORGANIZATIONAL COMMITTEE							
Dept 745 ECONOMIC DEVELOPMENT COMMITTEE							
248-745-801.000	CONTRACTUAL SERVICES	OHM ENGINEERING ADVISO	DDA BOUNDARIES	62229	05/03/23	2,178.50	120778
248-745-801.000	CONTRACTUAL SERVICES	BECKETT AND RAEDER, IN	CONSULTING SERVICES FOR TIF PLAN AN	2023298	05/31/23	7,840.00	120962
						10,018.50	
Total For Dept 745 ECONOMIC DEVELOPMENT COMMITTEE							
						38,461.52	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
May 23, 2023

The May meeting of the DDA Board was called to order at 8:00 am.

ROLL CALL

Present: *DJ Boyd, Margene Buckhave, David Cole, Aaron Cozart, Jim Long, Ryan McKindles, Greg Presley, Shawn Riley*

Absent: *Mayor Brian Turnbull, Steven Huprich, Mike Jaafar*

Also Present: *Jeri Johnson/DDA Marketing & Communications Director, George Lahanas/City Manager, Barbara Moroski-Browne/City Council, Marilyn Price/City Council, Dave Gutman, Jim Nield, Fred Sheill, Susan Haifleigh, Mary Elwart-Keys*

AUDIENCE COMMENTS

Mary Elwart-Keys suggested that the benchmarking be done with other communities before the purchase and installation of bollards.

APPROVAL OF AGENDA AND CONSENT AGENDA

Long inquired as to a budget amendment item. Organizational Chair Boyd responded that the \$20,000 budgeted line item (see page 2) in question is the anticipated reimbursement from HPH for legal and consulting fees related to the DDA TIF and Development Plan and boundary expansion project. Long also inquired what the budgeted line item of \$23,500 for contractual services (see page 4). Riley responded that it was the DDA's share of the Grissim Metz fees for the development of the Pedestrian Plan.

Motion by Boyd, seconded by Long, to approve the agenda and consent agenda. Motion carried.

GIS RITTER PROPOSAL

Chair Riley provided background information on the proposal to the Board. Boyd asked what GIS stood for and Lahanas responded that it stands for Geographic Information Systems. Riley indicated that Doug Ritter, Ritter GIS would be making a presentation to the group on the proposal. On several occasions, City Council members have requested that the DDA develop a data base of building information that can provide data on land uses, vacancy/occupancy status and other related information and allow staff to track land use information and trends. The DDA has \$7,500 budgeted for this project in the current fiscal year which ends June 30th.

Ritter stated that he would digitize all of the information that the DDA and City have on downtown properties that is currently stored in excel, word and other programs. The DDA will be able to utilize the program through an ipad. Ritter has met with DDA staff on several occasions to fine tune the scope of work.

Presley asked if there was a graphic component to the project. Ritter responded that it would have mapping capability, including the second floors of the buildings. The DDA would be keeping up the system utilizing editing tools developed as part of the project. The question was asked who could use the system. Ritter responded that the site can have public and private features that the DDA establishes. Presley asked if the DDA has checked out other communities that have similar programs. Ritter responded that he has been providing similar services for communities throughout Michigan for over 15 years.

Boyd inquired who builds the initial data set and how are updates maintained. Ritter responded that Ritter GIS will build the initial data set. Ritter will start with a digital file, and geocode it. Ritter will build the digital footprints and map the locations. Boyd asked if some of this information already exists. Ritter responded that they have a lot of the information, but not all of it. Much of this information exists through the city's Assessing department. Boyd asked how the information is updated. Ritter answered that there would be an editing web app that the staff would use to make updates and changes. Johnson responded that having the time for staff to keep up will be a challenge.

Long asked if there was a maintenance fee with the contract. Ritter responded that there was not. Long confirmed that the DDA staff would be responsible for maintaining the site. Long is concerned that building tenants may want more privacy and not to be included. Long stated that he did not know if the project was necessary. Long stated that he has no solicitation signs up in his building now to protect the privacy of his tenants. Ritter responded that the information does not need to be made public, but could be used as a tool by the DDA for business recruitment and retention and other applications. It would just allow the DDA to digitize all of the existing information in a geographic format. Riley stated that all of the information would need to go through the DDA. Lahanas stated that the DDA could decide which layers of information they wanted to share. Ritter could provide a check box that, if checks, could indicate that tenant wants to be anonymous. Boyd asked if there was an opportunity for the City to take advantage of this project as well. Ritter indicated that this would be incorporated into the County system. This is not a stand-alone system.

Haifleigh pointed out that all of the maps in the DDA meeting room were all produced by GIS. Having a single repository for data is critical and Haifleigh strongly supports the initiative. Moroski-Browne was asked for her thoughts and she indicated that over the years this topic has been discussed by the DDA and Council and could assist the City/DDA with economic development. This would be an addition to the existing GIS System, not a duplication.

Motion by Boyd, seconded by McKindles, to approve the contract with Ritter GIS to create the GIS as described in Attachment 5 and limit the access to the data to the DDA Director exclusively until work rules can be developed and presented to the DDA Board for approval.
Motion carried.

TIF AND DEVELOPMENT PLAN UPDATE

Lahanas informed the Board that two public hearings have been set for the Boundary Expansion and the amendment to the DDA Development and TIF Plan on Monday, June 19th. Following the hearing there is a 60-day window in which the affected taxing jurisdictions can opt out of capture in the proposed expanded boundaries. DDA staff was responsible for all of the notifications for the public hearing.

Presley asked what the status was over the Agreement between HPH and the City for the development of the Northville Downs Project. Lahanas updated the group on the negotiations that are currently underway and stated that the amendments to the DDA TIF and Development Plan and the boundary expansion will not move forward if there is not a development agreement in place.

PEDESTRIAN PLAN UPDATES

Lahanas presented the OHM proposal for design and construction engineering services to install removable bollards for the street closures of two blocks of downtown. The proposal was approved by City Council for an amount not to exceed \$52,500. When a plan has been developed, and bollards selected, the City will purchase the bollards directly from the manufacturer and then develop a RFP for installation of the selected products. These future phases of the project will go to City Council for authorization. The City is requesting that the DDA share 50/50 in the expenses of engineering, purchasing and installing the bollards. The estimate for the purchase of the bollards is \$92,000. The bollards are crash rated to withstand impact by a truck going 35 miles an hour. The bollards will drop down below the pavement when not in use. The City will purchase several extra bollards to be used for replacements if necessary. Part of OHM's charge is to find a bollard that will fit in with the historic character of downtown and that the two types of bollards are similar in appearance. Long asked if the existing signage needs to stay. Lahanas replied that the City is still investigating the signage requirements, but at the very least, the signage will be replaced with new signage in much better shape.

Cozart asked what the current schedule for the installation of the bollards is. Lahanas stated that the goal is to have the bollards in place by this fall. Presley asked if the Design Committee could meet to review the proposals and discuss improvements for the downtown. Staff indicated that they would set up a meeting.

DDA STAFFING

Riley provided staffing information to the Board. For the past two years the DDA has been operating with a full-time director and two part time staff. The skill set for the two part time positions included marketing, communication and administration. In March, the Marketing Director, Jeri Johnson announced her retirement and in May, the administrative staff person, Jessica Howlin announced that she would be leaving to take a position closer to home.

Riley, Boyd and Ward met to discuss staffing. The decision was made to combine the two positions into a single full-time job with benefits. This would broaden the applicant pool and create more stability in the office. Ward indicated that some of the turn over in the office was due, in part, to not offering benefits to the part time staff. The position would be roughly the same salary as the current two part time staff, but the job would offer benefits estimated at

roughly \$27,000 per year. The DDA already pays Workers Compensation and Social Security on the position which is roughly \$4,000. The new full-time benefits would have a net impact of approximately \$23,000. Lahanas said that the DDA would need to find funds within the budget to cover the additional \$23,000 for the next two years until the DDA's bond issue was fully paid and there would be more money in the budget for staffing. Riley directed the Board to page 24 of the DDA Board packet which provided a job description for the position. Ward has posted the job on the Michigan Municipal League website, the Michigan Downtown Association website, and on the City and DDA's website as well as posting it on social media. The DDA is accepting applications through June 2nd. Ward has already interviewed several candidates.

Johnson indicated that she will continue to help the DDA both through the transition with new staff as well as continuing on with events and sponsorships on a contract basis. Riley thanked Johnson for her years of service to the community and for her outstanding efforts and success in acquiring sponsors for all of the DDA events. The Board thanked Johnson for all of her hard work and gave her a standing ovation.

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee*: None
- b. *Marketing Committee*: Riley stated that the Marketing Committee continues to meet and share information. Upcoming events include the Flower Sale, Orin's Block Party and the Memorial Day Parade. The group has gotten smaller and staff is working to determine how to encourage more participation. Riley noted that Tune for Tuesday starts on June 20th.
- c. *Parking Committee*: There is a Parking Committee scheduled for June 15, 2003.
- d. *Organizational Committee*: None
- e. *Economic Development Committee*: None
- f. *Sustainability Committee* – Chair Gutman informed the Board that the Sustainability Committee had met the night before in Council Chambers. Tree Champions has been very active and has a number of initiatives they are working on.

BOARD COMMUNICATION

Presley asked what the status is on the Farmers' Market. Lahanas reported that the project is a work in progress. The City is working to identify a permanent location for the market. Haifleigh chairs the Farmers' Market Committee and provided an update to the Board. The Committee will be meeting on June 9th with the City Manager to discuss the project and potential future locations.

Lahanas provided the Board with information on a public open house scheduled for June 8th from 4 – 7pm entitled Parks, Pathways and Pedestrians. Opportunity for public input on 3 separate projects - Fleis & Vandenbrink traffic calming program, the non- motorized study developed by Greenway Collaborative, and Ford Field study underway with Wade Trim.

Residents can stop by during the open house and provide feed back and ask questions from the consultants. Lahanas encouraged the DDA Board to participate in the open house.

The State of the Community is also scheduled for the same evening at Township Hall, starting at 7:00 pm. The Mayor, Township Supervisor and School Superintendent will provide an update on all of the exciting initiatives that are going on in the Northville Community.

Lahanas also thanked Johnson for her years of service to the community, both at the Chamber of Commerce and the City/DDA. Individual Board members wished Jeri well in her retirement.

Motion by Riley, seconded by Long to adjourn the DDA Board meeting. **Motion carried. Meeting adjourned at 9:52 am.**

Respectfully submitted,
Lori M. Ward, DDA Director
Northville DDA

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2023

Attachment 4.d

4TH QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS & OTHER LOCAL SOURCES									
248-000-677.000	SPONSORSHIPS	38,000	0	682	0	14,173	52,855	66,958	126.68
	GRANTS & OTHER LOCAL SOURCES	38,000	0	682	0	14,173	52,855	66,958	126.68
INTEREST									
248-000-665.000	INTEREST - INVESTMENT POOL	0	3,570	2,430	2,000	(1,000)	7,000	6,244	89.21
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBU	30	970	1,500	500	750	3,750	3,094	82.49
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650	0	350	(250)	0	6,750	5,936	87.94
248-000-665.400	INVESTMENT POOL BANK FEES	(100)	0	(500)	100	0	(500)	(368)	73.69
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750)	0	0	50	0	(700)	(572)	81.73
248-000-665.600	BANK LOCKBOX FEES	(200)	(800)	0	450	0	(550)	(426)	77.42
248-000-665.700	CUSTODIAL FEES	(140)	0	0	0	0	(140)	(107)	76.21
248-000-669.000	UNREALIZED MARKET CHANGE IN IN	0	(3,740)	(8,260)	6,000	0	(6,000)	(2,825)	47.08
	INTEREST	5,490	0	(4,480)	8,850	(250)	9,610	10,976	114.21
LICENSES, FEES, & PERMITS									
248-000-490.090	NEWSPAPER RACK REGISTRATION FE	180	0	0	0	0	180	180	100.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT F	15,000	(1,154)	0	0	(470)	13,376	13,376	100.00
	LICENSES, FEES, & PERMITS	15,180	(1,154)	0	0	(470)	13,556	13,556	100.00
MISCELLANEOUS REVENUES									
248-000-626.000	MISCELLANEOUS REVENUE	1,610	(1,410)	361	0	0	561	561	100.00
248-000-626.110	EV CHARGING STATION REVENUE	0	1,515	0	0	(1,215)	300	299	99.82
	MISCELLANEOUS REVENUES	1,610	105	361	0	(1,215)	861	860	99.94
PROPERTY TAXES									
248-000-404.000	CURRENT PROPERTY TAXES	814,558	(3,319)	363	3,744	0	815,346	815,346	100.00
248-000-418.000	PROPERTY TAXES - OTHER	(1,000)	0	0	0	0	(1,000)	(3)	0.30
248-000-451.000	DDA OPERATING LEVY	67,216	(90)	0	(1,582)	1,184	66,728	66,728	100.00
	PROPERTY TAXES	880,774	(3,409)	363	2,162	1,184	881,074	882,071	100.11
RENTAL INCOME									
248-000-667.020	RENT - SHORT TERM	700	0	0	0	(130)	570	570	100.00
	RENTAL INCOME	700	0	0	0	(130)	570	570	100.00
FUND BALANCE RESERVE									
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	0	0	19,287	(19,287)	0	0	0	0.00
	FUND BALANCE RESERVE	0	0	19,287	(19,287)	0	0	0	100.00
STATE REVENUES									
248-000-573.000	LCSA - PERS PROP TAX REIMBURSE	36,000	(11,569)	0	0	0	24,431	24,431	100.00
	STATE REVENUES	36,000	(11,569)	0	0	0	24,431	24,431	100.00
UNCLASSIFIED									
248-000-626.010	DEVELOPER REIMBURSEMENT	0	0	0	20,000	0	20,000	0	0.00
	UNCLASSIFIED	0	0	0	20,000	0	20,000	0	0.00

Year Ended 06/30/2023

4TH QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
TOTALS FOR DEPT 000-		977,754	(16,027)	16,213	11,725	13,292	1,002,957	999,422	99.65
TOTAL Revenues		977,754	(16,027)	16,213	11,725	13,292	1,002,957	999,422	99.65
DEPT: 573-DPW SERVICES									
248-573-706.000	WAGES - REGULAR FULL TIME	11,500	0	(3,500)	0	(1,600)	6,400	5,008	78.25
248-573-707.000	WAGES - REGULAR OVERTIME	500	0	0	0	(260)	240	236	98.44
248-573-725.000	FRINGE BENEFITS	11,000	0	(3,500)	795	(1,295)	7,000	5,086	72.66
248-573-801.020	AUTOMOTIVE SERVICE	525	0	0	0	0	525	160	30.50
248-573-943.000	EQUIPMENT RENTAL - CITY	11,135	0	0	0	(2,500)	8,635	7,868	91.12
TOTALS FOR DEPT 573-DPW SERVICES		34,660	0	(7,000)	795	(5,655)	22,800	18,358	80.52
DEPT: 741-DESIGN COMMITTEE									
248-741-706.000	WAGES - REGULAR FULL TIME	22,605	0	0	0	45	22,650	21,009	92.76
248-741-709.000	WAGES - PART TIME	64,880	0	0	0	0	64,880	53,557	82.55
248-741-725.000	FRINGE BENEFITS	13,540	0	0	1,165	0	14,705	12,981	88.28
248-741-726.000	SUPPLIES	500	0	475	(675)	200	500	499	99.82
248-741-775.200	DOWNTOWN MATERIALS	27,145	0	0	0	0	27,145	17,451	64.29
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	800	0	530	0	1,470	2,800	2,798	99.93
248-741-775.900	FUEL & OIL	400	0	600	0	(200)	800	556	69.48
248-741-801.000	CONTRACTUAL SERVICES	31,470	0	0	(6,500)	1,000	25,970	24,988	96.22
248-741-801.160	RESTROOM PROGRAM	4,000	0	0	0	(800)	3,200	2,162	67.55
248-741-920.010	ELECTRIC POWER	1,420	0	2,320	1,260	0	5,000	4,106	82.12
248-741-920.020	NATURAL GAS	8,410	0	0	10,190	0	18,600	15,230	81.88
248-741-920.030	WATER & SEWER SERVICE	9,300	0	0	0	0	9,300	5,775	62.10
248-741-938.120	LANDSCAPE MAINTENANCE	35,310	0	0	0	0	35,310	13,396	37.94
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000	0	0	0	0	2,000	1,706	85.30
248-741-955.210	SIGNAGE & MARKERS PROJECT	500	0	0	0	0	500	0	0.00
248-741-962.500	VEHICLE INSURANCE	420	35	0	0	0	455	452	99.34
248-741-976.010	STREET FURNISHINGS	37,500	0	0	(6,170)	3,040	34,370	34,368	99.99
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0	0	0	1,500	0	1,500	0	0.00
TOTALS FOR DEPT 741-DESIGN COMMITTEE		260,200	35	3,925	770	4,755	269,685	211,034	78.25
DEPT: 742-MARKETING COMMITTEE									
248-742-706.000	WAGES - REGULAR FULL TIME	18,085	0	0	0	50	18,135	16,820	92.75
248-742-709.000	WAGES - PART TIME	30,865	0	0	0	0	30,865	28,357	91.87
248-742-725.000	FRINGE BENEFITS	8,625	0	0	645	0	9,270	8,592	92.69
248-742-726.000	SUPPLIES	50	0	0	0	(50)	0	0	0.00
248-742-801.000	CONTRACTUAL SERVICES	55,865	0	0	(1,500)	0	54,365	46,810	86.10
248-742-801.340	WEB SITE MAINTENANCE	1,355	0	0	(35)	(20)	1,300	1,193	91.77
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTI	50,100	0	0	(200)	11,550	61,450	61,444	99.99
248-742-955.190	BUSINESS RETENTION PROGRAM	750	615	0	0	0	1,365	1,365	100.00
TOTALS FOR DEPT 742-MARKETING COMMITTEE		165,695	615	0	(1,090)	11,530	176,750	164,581	93.11
DEPT: 743-PARKING COMMITTEE									
248-743-706.000	WAGES - REGULAR FULL TIME	9,045	0	0	0	25	9,070	8,410	92.73
248-743-725.000	FRINGE BENEFITS	3,445	0	0	0	15	3,460	3,204	92.61
248-743-726.000	SUPPLIES	50	0	0	0	(50)	0	0	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	500	0	0	(500)	0	0	0	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000	0	0	0	0	50,000	50,000	100.00
248-743-995.230	O/T TO PARKING FUND	123,660	0	0	0	(14,800)	108,860	98,660	90.63
TOTALS FOR DEPT 743-PARKING COMMITTEE		186,700	0	0	(500)	(14,810)	171,390	160,274	93.51

Year Ended 06/30/2023

4TH QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 744-ORGANIZATIONAL COMMITTEE									
248-744-706.000	WAGES - REGULAR FULL TIME	13,565	0	0	0	70	13,635	12,647	92.75
248-744-709.000	WAGES - PART TIME	20,120	0	0	0	0	20,120	19,269	95.77
248-744-725.000	FRINGE BENEFITS	5,745	0	0	975	0	6,720	6,461	96.14
248-744-726.000	SUPPLIES	2,750	0	0	(2,000)	1,040	1,790	1,787	99.84
248-744-730.000	POSTAGE	50	0	0	0	0	50	32	63.60
248-744-731.000	PUBLICATIONS	65	0	0	(65)	0	0	0	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,530	185	285	845	535	4,380	4,378	99.96
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0	0	0	20,000	0	20,000	0	0.00
248-744-802.010	LEGAL SERVICES - GENERAL	11,000	0	0	0	0	11,000	5,079	46.17
248-744-805.000	AUDITING SERVICES	5,250	0	0	0	0	5,250	5,248	99.96
248-744-900.000	PRINTING & PUBLISHING	1,215	0	0	0	785	2,000	1,673	83.67
248-744-920.000	UTILITIES	1,300	0	0	0	0	1,300	1,296	99.66
248-744-958.000	MEMBERSHIP & DUES	1,395	0	0	0	(65)	1,330	1,331	100.06
248-744-960.000	EDUCATION & TRAINING	850	0	0	0	(715)	135	135	100.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE	6,450	(2,160)	0	0	0	4,290	4,290	100.00
248-744-962.010	INSURANCE - SPECIAL EVENTS POL	0	2,500	0	0	220	2,720	2,716	99.85
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,220	0	0	0	0	13,220	13,220	100.00
TOTALS FOR DEPT 744-ORGANIZATIONAL COMMITTEE		85,505	525	285	19,755	1,870	107,940	79,562	73.71
DEPT: 745-ECONOMIC DEVELOPMENT COMMITTEE									
248-745-706.000	WAGES - REGULAR FULL TIME	27,125	0	0	0	60	27,185	25,214	92.75
248-745-725.000	FRINGE BENEFITS	10,340	0	0	(5)	35	10,370	9,606	92.63
248-745-726.000	SUPPLIES	100	0	0	0	(100)	0	0	0.00
248-745-801.000	CONTRACTUAL SERVICES	0	0	23,850	0	1,105	24,955	34,970	140.13
248-745-803.200	PLANNING & DESIGN STUDIES	0	0	15,000	(15,000)	0	0	0	0.00
248-745-955.190	BUSINESS RETENTION PROGRAM	500	0	0	7,000	0	7,500	0	0.00
TOTALS FOR DEPT 745-ECONOMIC DEVELOPMENT COMMITTEE		38,065	0	38,850	(8,005)	1,100	70,010	69,790	99.69
DEPT: 906-DEBT SERVICE									
248-906-995.303	O/T TO DEBT SERVICE FUND	169,880	0	0	0	0	169,880	169,880	100.00
TOTALS FOR DEPT 906-DEBT SERVICE		169,880	0	0	0	0	169,880	169,880	100.00
DEPT: 999-RESERVE ACCOUNTS									
248-999-999.000	UNALLOCATED RESERVE	37,049	(17,202)	(19,847)	0	14,502	14,502	0	0.00
TOTALS FOR DEPT 999-RESERVE ACCOUNTS		37,049	(17,202)	(19,847)	0	14,502	14,502	0	0.00
TOTAL Expenditures		977,754	(16,027)	16,213	11,725	13,292	1,002,957	873,479	87.09
TOTAL FOR FUND 248									
REVENUES:		977,754	(16,027)	16,213	11,725	13,292	1,002,957	999,421	99.65
EXPENDITURES		977,754	(16,027)	16,213	11,725	13,292	1,002,957	873,479	87.09
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	125,942	0.00



To: Northville Downtown Development Authority
From: Mike Domine, Public Works Director
 Wendy Longpre, Director of Strategic Planning and Special Projects
Subject: Downtown Road Bollards Purchase
Date: June 21, 2023

Background:

Historically the City of Northville is known for special events, festivals and parades within the downtown. To ensure safety of the City residents, businesses and visitors, sections of roadways have been closed off to host these events. The two main sections of streets utilized for events are E. Main Street from Center Street to Hutton Street, and N. Center Street from Main Street to Dunlap Street. Over the years the City has used several different options for road barricades including street barrels, water barricades and vehicles.

City staff have investigated alternative measures to provide safety to closed streets and still allow for emergency vehicle access and required maintenance. Staff also looked at associated cost with the different types of closer options.

At the May 15, 2023 City Council meeting, City engineering consultant OHM was approved to design, assist in bidding documents, and provide construction engineering services for the installation of bollards for the street closures of two blocks of Downtown Northville.

Analysis:

After reviewing several different bollard options, City staff including City Manager, DPW, DDA, Police and Fire recommend retractable manual bollards from Ameristar Security Products (**Attachment A**) in the locations indicated on the attached site map (**Attachment B**). The proposed bollards are 37" tall and 5" diameter. They manually retract below the street surface when not in use and have a lift-assist for raising. The ability to easily retract and raise the bollards allows for quick access to the streets for emergency vehicles and provides greater efficiency in opening and closing streets, thereby saving time and cost versus the removable bollards.



The Ameristar retractable bollards are impact tested to stop a 3,500 kg vehicle (a car or a small truck) traveling 30 miles per hour. They are available in black and stainless-steel finish. The retractable manual bollards from Ameristar Security Products were the only bollards able to meet the parameters of this use.

OHM has provided the City a concept design with a combination of retractable bollards and security planters. The sections of road listed above will require 41 bollards to safely close the streets.

Budget Impact:

The 41 bollards are quoted to cost \$79,350.40, however DPW is recommending purchasing additional 2 bollards to have available in stock for any future replacements totaling \$83,012.57 (**Attachment C**).

The engineering costs for the project are \$52,500, and construction costs are expected to be between \$80,000 and \$100,000.

Funding for this project is proposed to be split equally between the City and DDA.

Recommendation:

The DDA Design Committee has reviewed the concept design and supports the purchase and installation of the bollards.

City Council approved the purchase on June 19, 2023 and authorized a budget amendment for 50% of the purchase cost.

Additionally, the concept design and proposed bollards were reviewed by the Northville Historical District Commission on June 21, 2023 who supported the project design.

It is recommended that the Northville DDA approve the purchase of 43 retractable manual bollards from Ameristar Security Products and authorize monies to fund 50% of the purchase cost of \$83,012.57, to a maximum of \$41,510 and 50% of the engineering costs of \$52,500 to a maximum of \$26,250. The total cost to the DDA for engineering and the purchase of the bollards is \$67,760. A request to fund 50% of the installation cost will be provided to the DDA once available.

It is understood that the DDA will utilize fund balance through the budget amendment process to fund its share of the project.

Recommended Motion: I move that the Northville Downtown Development Authority approve the purchase of 43 retractable manual bollards from Ameristar Security Products and authorize monies to fund 50% of the purchase cost of \$83,012.57, to a maximum of \$41,510, and 50% of the engineering costs of \$52,500 to a maximum of \$26,250 for a total of \$67,760 for the DDA share of the costs.



Retractable MANUAL BOLLARDS



PROTECT YOUR INVESTMENT whether it is a driveway, estate entry, or car lot, you will have peace of mind with Ameristar's retractable security bollards. Our manual retractable bollards are a great visual deterrent that will limit access to garages, driveways, trailheads, or any other open property. With no power or infrastructure requirements, retractable bollards are an economical safety feature that can be easily installed on your next project.

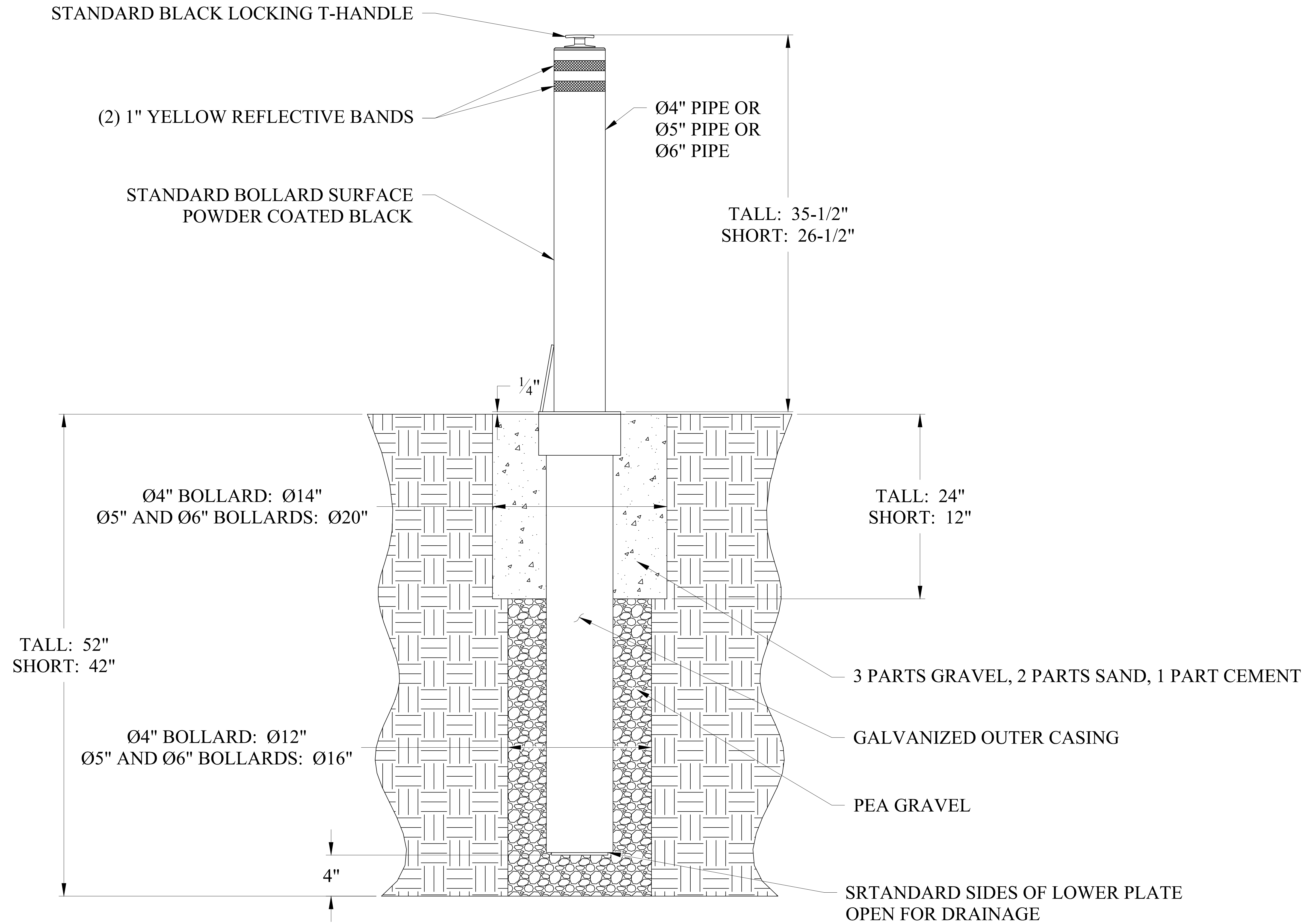



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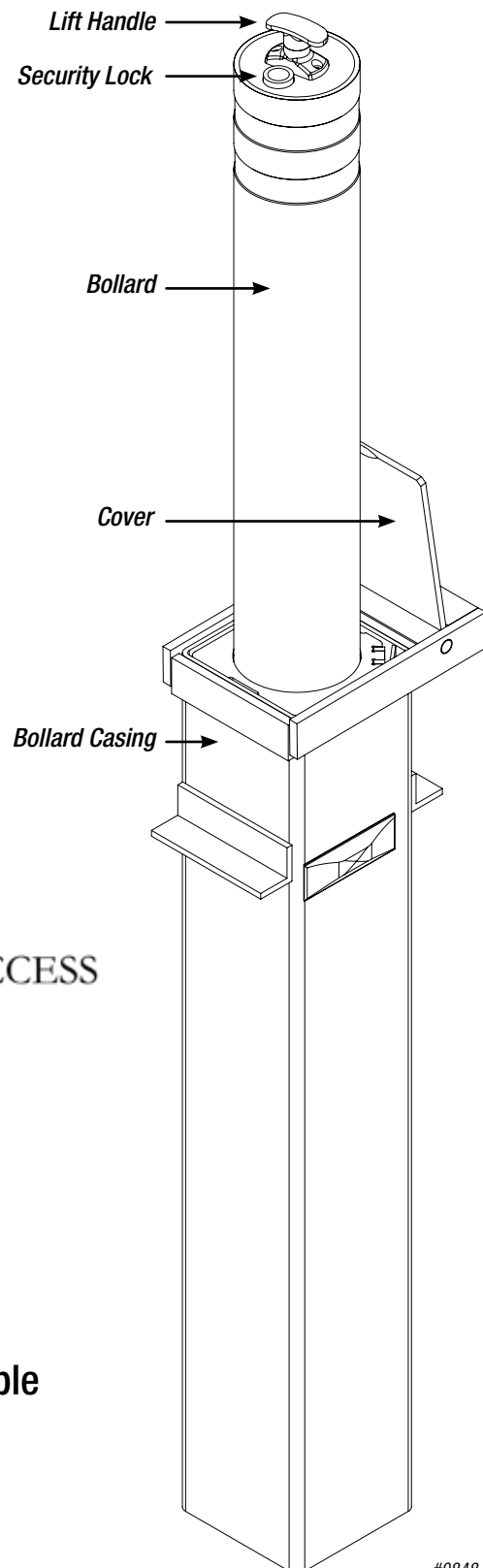
Retractable MANUAL BOLLARDS

Features:

Manual Operation with Lift Assist
Maintenance-Free Finish
No Power Required
Open Aesthetic Appearance
Reflective Bands for Visibility
Easy Installation

Applications:

Parking Lots & Structures
Trailheads for Parks & Recreation
Vehicle Dealership Entrances
Retail Store Fronts
School Driveways & Entrances
Office Buildings & Complexes
Residential Estate Driveways



ATG ACCESS

BOLLARD OFFERING

- 4", 5" & 6" Diameters
- 24" & 36" Heights
- Black & Stainless Steel Finish options available

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A DIVISION OF AMERISTAR FENCE PRODUCTS, INC.



Product Overview

- ❗ The only impact tested, manually operable bollard.
- ❗ Easy to operate as a lift assist mechanism is fitted as standard.
- ❗ A cost effective impact tested product suitable for sites considered 'low risk.'

SP100 – Manually Retractable, Fixed or Lift-Out

Statistics Table

Diameter	127mm/141 with sleeve
Height Above Ground	900mm
Lifting Weight	12kg (approx.)
Foundation Depth	1500mm
Finishes Available	Galvanized, RAL coated or a s/s sleeve
Security Rating	V/3,500(N1)48/90:2.8/0.0

Brief overview of product range:

The Ameristar SP100 is the most affordable anti-terrorism and high security solution to meet the BSI PAS 68 rating. This product is manually operable and requires no power, ducting or rebar.

Having successfully stopped a 3,500kg vehicle travelling at 48km/h (30mph) it is well placed to meet most perimeter security requirements. The bollard utilizes internal pneumatic assistance to make this robust product easy to operate by any user and no power is required for its operation.

Applications this product will protect:

The SP100 is ideal for commercial applications where budget is a primary constraint. This product is ideally suited to sites where there are few traffic movements. Users with high traffic volume will benefit from our range of automatic products.

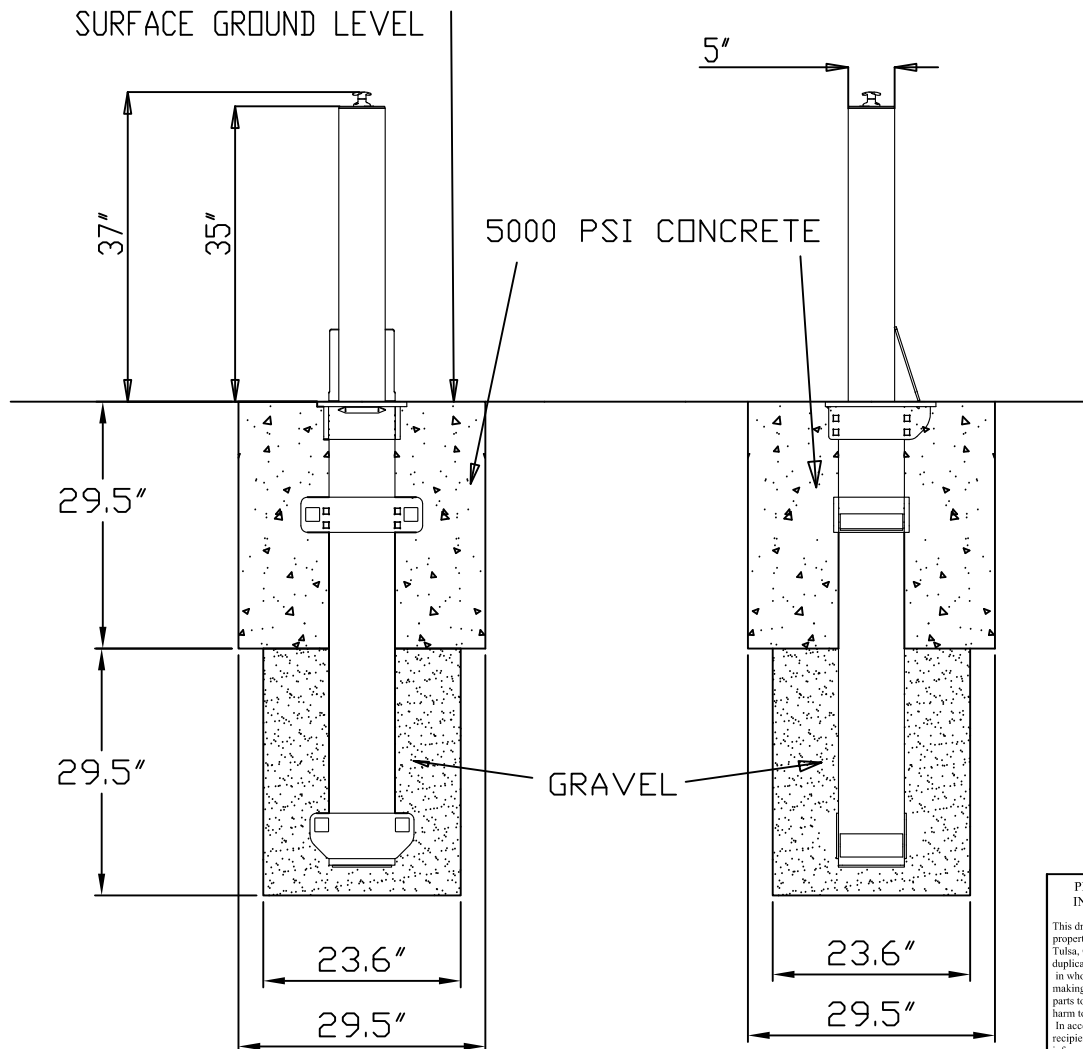
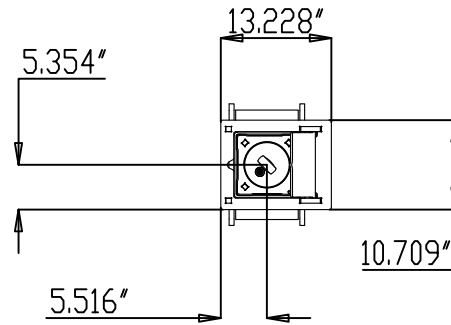


Duke of York's Residence



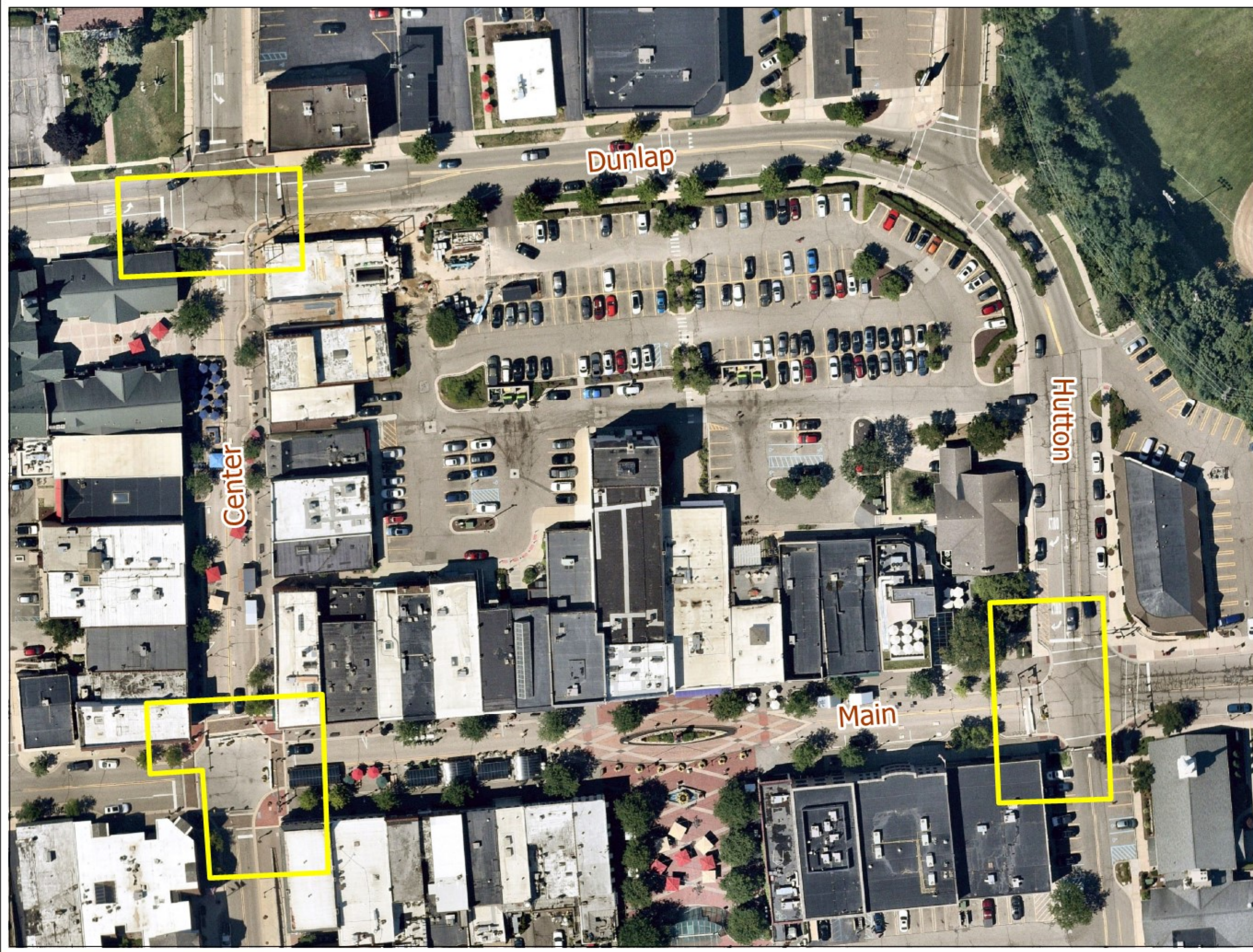
Emirates Stadium, London


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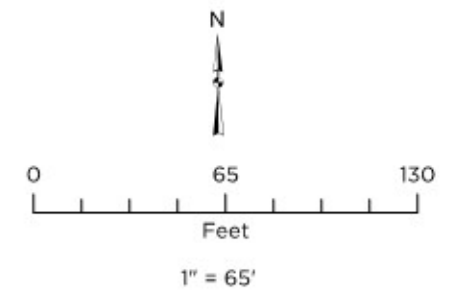


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	<p>TITLE: SP100 INSTALLATION</p>		
	<p>DATE:</p>	<p>SCALE:</p>	<p>SHEET: 1/1</p>
	<p>DRN BY:</p>	<p>CHK BY: xxxxxxxxx</p>	<p>REV: a</p>
<p>DRAWING NO:</p>			

Attachment B
Bollards Layout
Downtown Northville
Road Closures



 Road Closure Area



Source: Data provided by ESRI, Nearmap, The City of Northville and OHM Advisors. OHM Advisors does not warrant the accuracy of the data and/or the map. This document is intended to depict the approximate spatial location of the mapped features within the Community and all use is strictly at the user's own risk.

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Map Published: May 19, 2023



Bollards Layout Main St & Center St

LEGEND

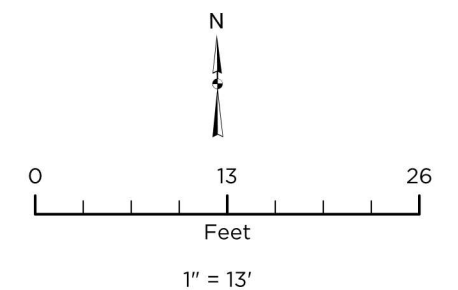
- CONCRETE PLANTER
- MANUALLY RETRACTABLE BOLLARD WITH REFLECTIVE BANDS

NOTES:

1. CONCRETE FOUNDATION FOR BOLLARDS TO BE 30" DIAMETER 30" DEEP WITH TOTAL BOLLARD EMBEDMENT OF 60".

2. POTENTIAL UTILITY CONFLICTS TO BE CONFIRMED WITH SURVEY AND/OR POTHOLING PRIOR TO CONSTRUCTION.

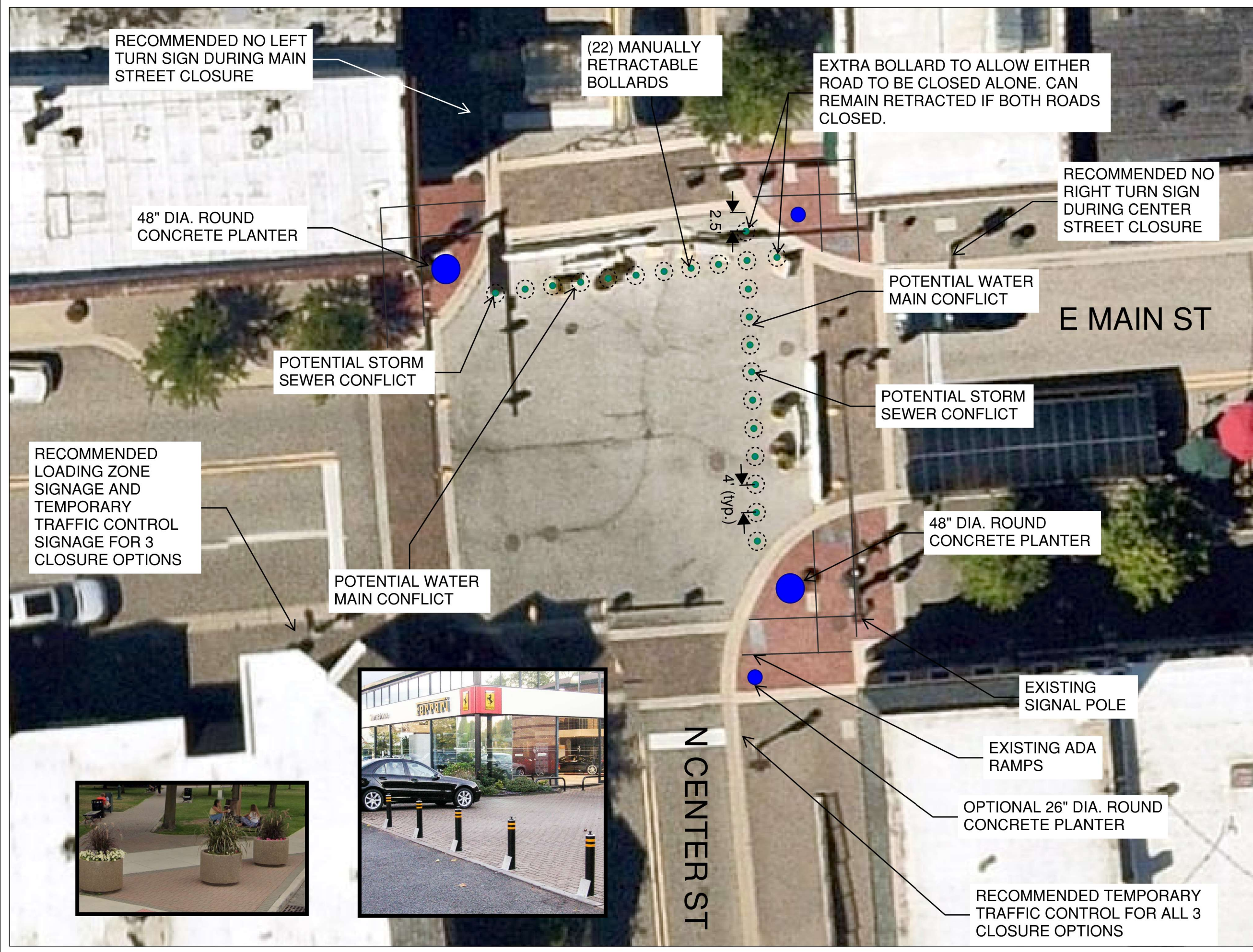
3. RETRACTABLE BOLLARDS ARE CRASH RATED FOR A 7,000 LB VEHICLE TRAVELING 30 MPH. BOLLARDS HAVE A LIFTING WEIGHT OF 26 LBS FOR EMERGENCY ACCESS AND ARE LOCKABLE.



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Map Published: May 19, 2023



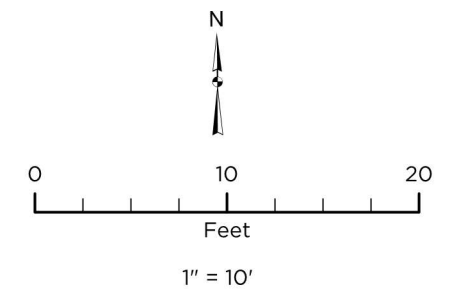
Bollards Layout Dunlap St & Center St

LEGEND

- CONCRETE PLANTER
- MANUALLY RETRACTABLE BOLLARD WITH REFLECTIVE BANDS

NOTES:

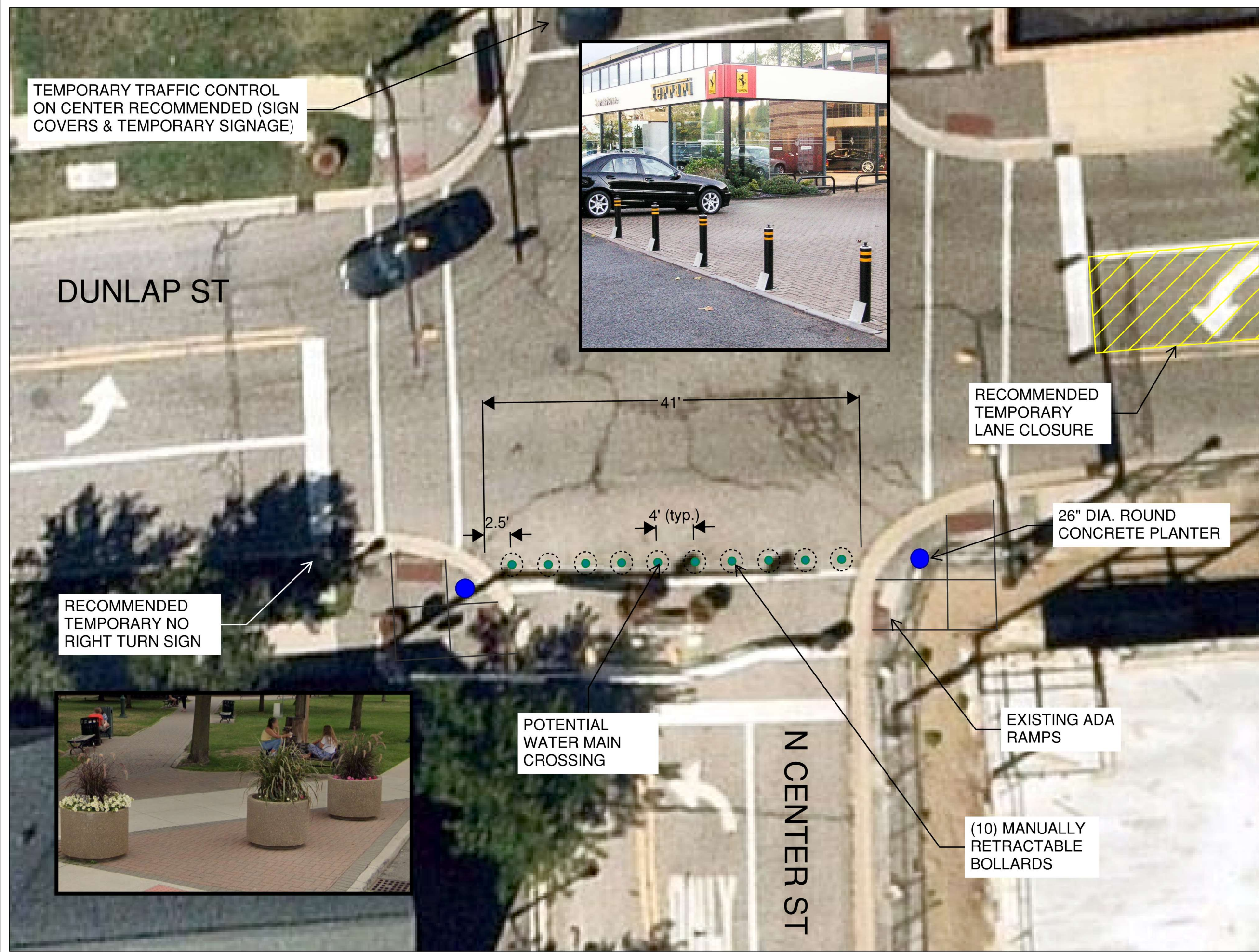
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TEMPORARY TRAFFIC CONTROL ON CENTER RECOMMENDED (SIGN COVERS & TEMPORARY SIGNAGE)

DUNLAP ST



RECOMMENDED TEMPORARY LANE CLOSURE

26" DIA. ROUND CONCRETE PLANTER

RECOMMENDED TEMPORARY NO RIGHT TURN SIGN

POTENTIAL WATER MAIN CROSSING

EXISTING ADA RAMPS

(10) MANUALLY RETRACTABLE BOLLARDS



N CENTER ST

Bollards Layout Main St and Hutton St

LEGEND

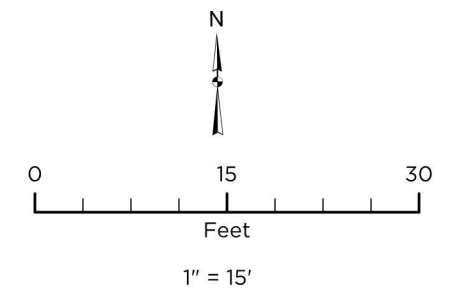
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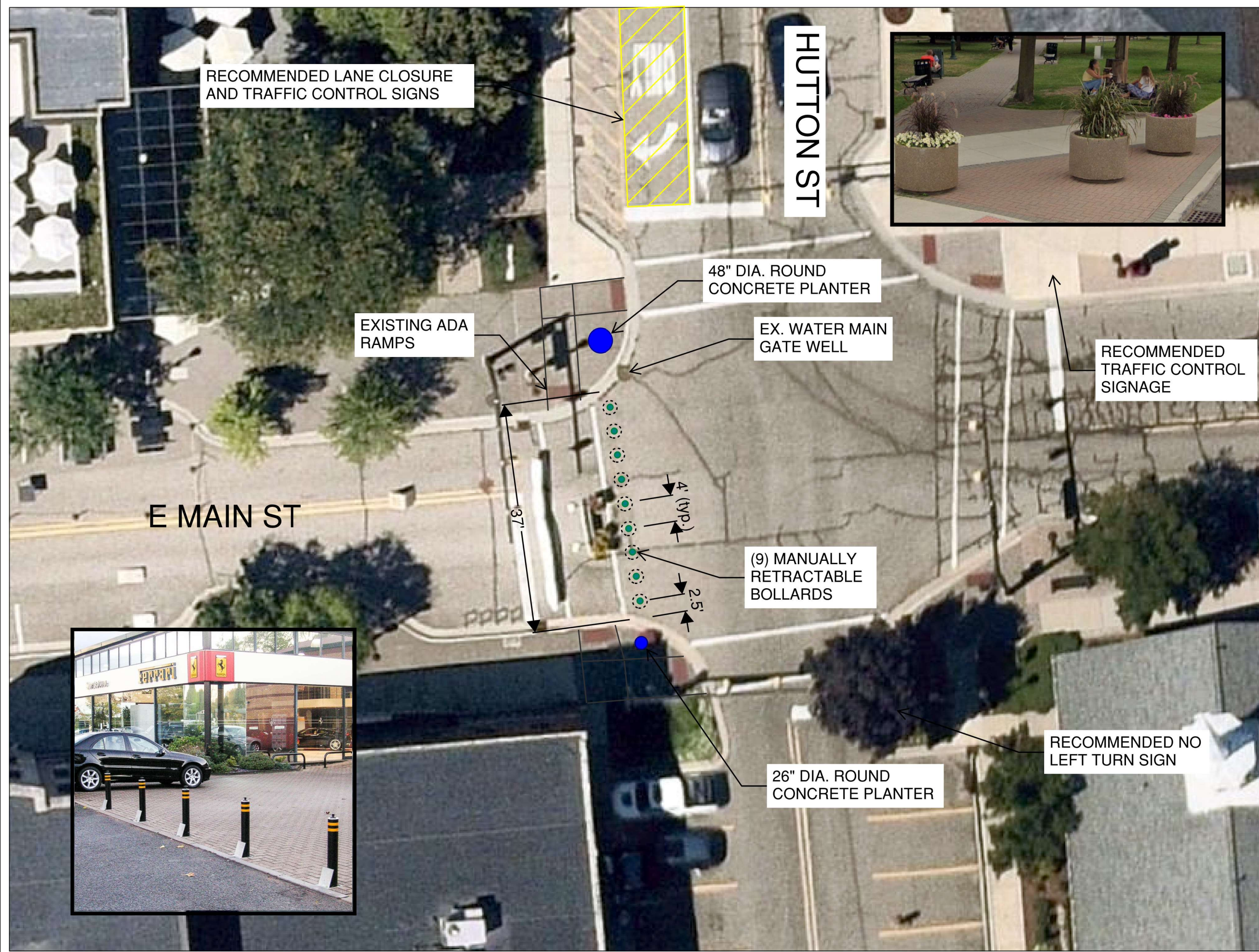
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Coordinate System: NAD 1983 2011 StatePlane Michigan South FIPS 2113 Ft Intl

Map Published: May 19, 2023



AMERISTAR®**SALES QUOTE**

Order Number: 3455892-SQ
Order Date: 6/7/2023
Total (USD): \$83,012.57
Page: 1 of 1

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Sold To: 4427482	Ship To: 4427482
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Customer PO:	QUOTE DOWNTOWN NORTHVILLE	Order No:	3455892 SQ
Job Name:	20230511024940589ASP - Downtown Northville	Price Book:	
Carrier & Freight Method:		Freight Terms:	FOB ORIGIN, FREIGHT PREPAID
CCF #/Reference Order:		Load No: 0	Terr: P57
Order By:		Quote No:	
Delivery Instructions:		Taken By: CHREDW	

Line	Plant	Item Number / Description	Qty/UM	Weight	List	Discount	Net	Extended
		Requested Date: 6/7/2023	Scheduled Date: 6/7/2023					
1.000	Tulsa, OK	20757X SP100 RET BLK GA T/HND PKG	43 / EA	15,156.64	1,831.0830		1,831.0830	78,736.57
		Requested Date: 6/7/2023	Scheduled Date: 6/7/2023					
2.000	Tulsa, OK	FREIGHT ESTIMATED FREIGHT	1 / EA				4,276.0000	4,276.00

Signature:

Total Order Weight: 15,156.64

This acknowledgment supersedes the customer's purchase order in representing current pricing & shipping information. If the customer for any reason is not in agreement with the information listed above, please contact Customer Service at 1-888-333-3422 upon receipt of this document (delay in contact may affect the scheduled ship date). Any changes to this order may be subject to processing fees. Please refer to the Terms & Conditions section in the price book(s).

Terms: Credit Card

Total Sale	\$78,736.57
Sales Tax	\$.00
Freight	\$4,276.00
Total (USD)	\$83,012.57

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY May 2023:

PUBLICITY:

Upcoming Press Releases:

- TBD Great White Buffalo Brewing Company opening
- TBD ibalance Wellness Spa grand re-opening
- TBD Seasonal Reopening of Streets

SOCIAL MEDIA:

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

PAID ADVERTISING:

- Ad in May issue of The Ville
- Full Page Ad in SEEN Magazine in May issue (special deal) highlighting shopping & dining.

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in The Ville (1/4-page ads)
 - April 2023 Shop & Dine (this is the last ad for our 12-month contract)
 - After our last ad placement in April issue, we will place 1/2 page ads for 6-month contract.
- Full Page ad in July & September issues of SEEN Magazine
- Ad in Maybury Park Map (overall Downtown Northville ad)
- 1/2 page ads in Northville today. We will place 2 ads:
 - Q2: runs June 5 (ad will feature Summer Concerts)
 - Q3: runs September 18 (ad will feature Skeletons)

SOCIAL MEDIA:

- Boosted post for Summer Concerts (June)



Future Meetings/Important Dates:

June 27, July 11, 18, 25, 2023 Tunes on Tuesday Concerts

June 28, July 5, 12, 19, 26, 2023 Dancing in the 'Ville

June 30, July 1, 7, 8, 14, 15, 21, 22, 28, 29 2023 Friday and Saturday Concert Series

July 3, 17, 2023 – City Council Meeting

July 4, 2023 – City Hall closed for Fourth of July

July 4, 2023, 2023 – Fourth of July Parade

July 6, 2023 – DDA Marketing Committee

July 18, 2023 – Planning Commission Meeting

July 24, 2005 – Sustainability Meeting