



**Meeting of the DDA Board of Directors  
Tuesday May 27, 2025 - 8:30 a.m.  
Meeting Room A**

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. April 2025 Financial Statement (Attachment 4.a)
  - b. April 2025 Invoice Report (Attachment 4.b)
  - c. April 2025 Meeting Minutes (Attachment 4.c)
  - d. EV Monthly Usage Report April (Attachment 4.d)
5. DDA Director Updates – Kate Knight
6. Committee Updates
  - a. Design Committee – Robert Miller
  - b. Marketing Committee – Shawn Riley
  - c. Parking Committee – Chief Maciag
  - d. Organizational Committee – DJ Boyd
  - e. Economic Development Committee – David Cole
7. Consideration to Approve GMA Proposal – Kate Knight (Attachment 7)
8. Board and Staff Communications – Stacy Pearson
  - a. Music in the Ville
  - b. Thursday Toast to the Weekend
9. Adjournment – Next Meeting – June 24, 2025

## REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 04/30/2025  
 % Fiscal Year Completed: 83.29

4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 04/30/2025	Available Balance 04/30/2025	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000</b>						
PROPERTY TAXES						
248-000-404.000	CURRENT PROPERTY TAXES	887,776.00	872,920.00	872,920.93	(0.93)	100.00
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	(2.05)	(997.95)	0.21
248-000-451.000	DDA OPERATING LEVY	73,915.00	73,718.00	73,627.30	90.70	99.88
	PROPERTY TAXES	960,691.00	945,638.00	946,546.18	(908.18)	100.10
LICENSES, FEES, & PERMITS						
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	0.00	180.00	0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	16,500.00	14,100.00	869.64	13,230.36	6.17
	LICENSES, FEES, & PERMITS	16,680.00	14,280.00	869.64	13,410.36	6.09
STATE REVENUES						
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	30,000.00	76,578.00	45,452.90	31,125.10	59.36
	STATE REVENUES	30,000.00	76,578.00	45,452.90	31,125.10	59.36
SALES & SERVICES						
248-000-626.000	MISCELLANEOUS REVENUE	350.00	350.00	110.00	240.00	31.43
248-000-626.110	EV CHARGING STATION REVENUE	500.00	1,000.00	649.96	350.04	65.00
	SALES & SERVICES	850.00	1,350.00	759.96	590.04	56.29
INTEREST						
248-000-665.000	INTEREST - INVESTMENT POOL	10,000.00	15,000.00	12,465.82	2,534.18	83.11
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	6,000.00	5,985.26	14.74	99.75
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	15,000.00	14,359.48	640.52	95.73
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(370.51)	(129.49)	74.10
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(522.51)	(177.49)	74.64
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(400.00)	(317.75)	(82.25)	79.44
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(113.72)	(16.28)	87.48
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	11,764.39	(11,764.39)	100.00
	INTEREST	21,120.00	34,270.00	43,250.46	(8,980.46)	126.21
RENTAL INCOME						
248-000-667.020	RENT - SHORT TERM	200.00	200.00	0.00	200.00	0.00
	RENTAL INCOME	200.00	200.00	0.00	200.00	0.00
GRANTS & OTHER LOCAL SOURCES						
248-000-674.830	DONATIONS & CONTRIBUTIOS	0.00	6,250.00	0.00	6,250.00	0.00
248-000-677.010	SPONSORSHIPS - CONCERTS	32,800.00	32,800.00	33,100.00	(300.00)	100.91
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	14,495.00	14,644.10	(149.10)	101.03
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	5,000.00	5,000.00	2,300.00	2,700.00	46.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	2,000.00	2,000.00	1,538.00	462.00	76.90
	GRANTS & OTHER LOCAL SOURCES	54,800.00	60,545.00	51,582.10	8,962.90	85.20
MISCELLANEOUS REVENUES						
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	11,605.65	(5,605.65)	193.43
	MISCELLANEOUS REVENUES	6,000.00	6,000.00	11,605.65	(5,605.65)	193.43
FUND BALANCE RESERVE						
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	46,930.00	13,634.00	0.00	13,634.00	0.00
	FUND BALANCE RESERVE	46,930.00	13,634.00	0.00	13,634.00	0.00

## REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 04/30/2025  
 % Fiscal Year Completed: 83.29

4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 04/30/2025	Available Balance 04/30/2025	% Bdg't Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000</b>						
Total Dept 000		1,137,271.00	1,152,495.00	1,100,066.89	52,428.11	95.45
Revenues		1,137,271.00	1,152,495.00	1,100,066.89	52,428.11	95.45
<b>Account Category: Expenditures</b>						
<b>Department: 573 DPW SERVICES</b>						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	13,690.00	6,146.19	7,543.81	44.90
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	2,500.00	3,149.11	(649.11)	125.96
248-573-725.000	FRINGE BENEFITS	9,900.00	13,165.00	7,978.13	5,186.87	60.60
248-573-801.020	AUTOMOTIVE SERVICE	500.00	500.00	24.60	475.40	4.92
248-573-943.000	EQUIPMENT RENTAL - CITY	11,165.00	9,165.00	7,055.27	2,109.73	76.98
Unclassified		31,470.00	39,020.00	24,353.30	14,666.70	62.41
Total Dept 573 - DPW SERVICES		31,470.00	39,020.00	24,353.30	14,666.70	62.41
<b>Department: 741 DESIGN COMMITTEE</b>						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	49,405.00	41,559.07	7,845.93	84.12
248-741-709.000	WAGES - PART TIME	72,610.00	49,780.00	32,391.47	17,388.53	65.07
248-741-725.000	FRINGE BENEFITS	17,755.00	24,645.00	19,644.45	5,000.55	79.71
248-741-726.000	SUPPLIES	450.00	1,750.00	1,693.78	56.22	96.79
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	15,819.43	39,180.57	28.76
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	2,500.00	3,150.00	2,183.00	967.00	69.30
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	519.86	480.14	51.99
248-741-801.000	CONTRACTUAL SERVICES	29,870.00	43,215.00	26,525.60	16,689.40	61.38
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	3,228.00	772.00	80.70
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	19,012.29	12,927.71	59.53
248-741-920.020	NATURAL GAS	18,980.00	18,980.00	20,435.30	(1,455.30)	107.67
248-741-920.030	WATER & SEWER SERVICE	10,240.00	10,240.00	4,475.70	5,764.30	43.71
248-741-938.120	LANDSCAPE MAINTENANCE	38,060.00	38,060.00	22,068.00	15,992.00	57.98
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	2,000.00	0.00
248-741-962.500	VEHICLE INSURANCE	480.00	975.00	973.00	2.00	99.79
248-741-976.010	SITE AMENITIES	29,000.00	32,000.00	306.10	31,693.90	0.96
248-741-976.020	PEDESTRIAN PLAN IMPLEMENTATION	75,000.00	0.00	0.00	0.00	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	20,000.00	0.00	0.00	0.00	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	50,000.00	50,000.00	0.00	50,000.00	0.00
Unclassified		482,345.00	416,140.00	210,835.05	205,304.95	50.66
Total Dept 741 - DESIGN COMMITTEE		482,345.00	416,140.00	210,835.05	205,304.95	50.66
<b>Department: 742 MARKETING COMMITTEE</b>						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	48,015.00	37,286.10	10,728.90	77.66
248-742-707.000	WAGES - REGULAR OVERTIME	0.00	0.00	453.75	(453.75)	100.00
248-742-709.000	WAGES - PART TIME	26,490.00	3,905.00	3,445.83	459.17	88.24
248-742-725.000	FRINGE BENEFITS	11,195.00	20,500.00	17,792.56	2,707.44	86.79
248-742-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	46,365.00	32,956.70	13,408.30	71.08

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<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 742 MARKETING COMMITTEE</b>						
Unclassified						
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	1,106.95	173.05	86.48
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	0.00	2,800.00	0.00
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	750.00	0.00	750.00	0.00
248-742-955.310	CONCERTS	32,800.00	32,400.00	22,000.00	10,400.00	67.90
248-742-955.320	SKELETONS EVENT	13,000.00	13,000.00	15,485.99	(2,485.99)	119.12
248-742-955.330	HOLIDAY TO REMEMBER EVENT	5,000.00	5,000.00	5,463.83	(463.83)	109.28
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	2,000.00	1,389.41	610.59	69.47
Unclassified		170,500.00	176,065.00	137,381.12	38,683.88	78.03
Total Dept 742 - MARKETING COMMITTEE		170,500.00	176,065.00	137,381.12	38,683.88	78.03
<b>Department: 743 PARKING COMMITTEE</b>						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	26,495.00	21,512.50	4,982.50	81.19
248-743-709.000	WAGES - PART TIME	5,800.00	0.00	407.19	(407.19)	100.00
248-743-725.000	FRINGE BENEFITS	5,120.00	11,500.00	9,179.45	2,320.55	79.82
248-743-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	250.00	0.00
248-743-995.230	O/T TO PARKING FUND	104,430.00	104,430.00	104,430.00	0.00	100.00
Unclassified		125,035.00	142,725.00	135,529.14	7,195.86	94.96
Total Dept 743 - PARKING COMMITTEE		125,035.00	142,725.00	135,529.14	7,195.86	94.96
<b>Department: 744 ORGANIZATIONAL COMMITTEE</b>						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	39,740.00	32,268.30	7,471.70	81.20
248-744-709.000	WAGES - PART TIME	7,730.00	0.00	397.80	(397.80)	100.00
248-744-725.000	FRINGE BENEFITS	7,510.00	17,250.00	14,511.39	2,738.61	84.12
248-744-726.000	SUPPLIES	1,250.00	1,250.00	759.94	490.06	60.80
248-744-730.000	POSTAGE	50.00	50.00	0.00	50.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	2,475.00	2,419.09	55.91	97.74
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	4,000.00	1,799.60	2,200.40	44.99
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	1,800.00	1,200.00	600.00	66.67
248-744-876.000	RETIREE HEALTHCARE COSTS	0.00	2,559.00	1,720.19	838.81	67.22
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,715.00	292.92	1,422.08	17.08
248-744-956.000	CONTINGENCIES	3,270.00	0.00	0.00	0.00	0.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	1,072.50	27.50	97.50
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	650.00	200.00	76.47
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	4,450.00	4,925.00	4,924.00	1.00	99.98
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	4,878.17	(2,378.17)	195.13
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	119,980.00	119,980.00	119,980.00	0.00	100.00
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(60,505.00)	(60,505.00)	(60,505.00)	0.00	100.00
Unclassified		110,875.00	139,689.00	126,368.90	13,320.10	90.46
Total Dept 744 - ORGANIZATIONAL COMMITTEE		110,875.00	139,689.00	126,368.90	13,320.10	90.46
<b>Department: 745 ECONOMIC DEVELOPMENT COMMITTEE</b>						
Unclassified						

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4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 04/30/2025	Available Balance 04/30/2025	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 745 ECONOMIC DEVELOPMENT COMMITTEE</b>						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	51,430.00	43,286.83	8,143.17	84.17
248-745-709.000	WAGES - PART TIME	7,730.00	0.00	397.83	(397.83)	100.00
248-745-725.000	FRINGE BENEFITS	13,645.00	19,905.00	17,047.04	2,857.96	85.64
248-745-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
Unclassified		49,625.00	71,435.00	60,731.70	10,703.30	85.02
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		49,625.00	71,435.00	60,731.70	10,703.30	85.02
<b>Department: 906 DEBT SERVICE</b>						
Unclassified						
248-906-995.303	O/T TO DEBT SERVICE FUND	167,421.00	167,421.00	170,115.00	(2,694.00)	101.61
Unclassified		167,421.00	167,421.00	170,115.00	(2,694.00)	101.61
Total Dept 906 - DEBT SERVICE		167,421.00	167,421.00	170,115.00	(2,694.00)	101.61
Expenditures		1,137,271.00	1,152,495.00	865,314.21	287,180.79	75.08
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>						
TOTAL REVENUES		1,137,271.00	1,152,495.00	1,100,066.89	52,428.11	95.45
TOTAL EXPENDITURES		1,137,271.00	1,152,495.00	865,314.21	287,180.79	75.08
NET OF REVENUES & EXPENDITURES:		0.00	0.00	234,752.68	(234,752.68)	

## INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 04/01/2025 - 04/30/2025

4.b

POSTED AND UNPOSTED  
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 524 MILL RACE VILLAGE MAINTENANCE</b>					
101-524-801.000	CONTRACTUAL SERVICES	KONE, INC.	APRIL 2025 MAINTENANCE PERIOD	92.37	125015
101-524-801.000	CONTRACTUAL SERVICES	FRANKS LANDSCAPING & SUPPL	PARKING LOT SNOW REMOVAL 24-25	420.00	125034
101-524-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUTIONS	MILL RACE LIFT STATION BREAKER	2,461.96	125035
Total Department 524 MILL RACE VILLAGE MAINTENANCE				2,974.33	
Total Fund 101 GENERAL FUND				2,974.33	
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>Department: 741 DESIGN COMMITTEE</b>					
248-741-775.200	DOWNTOWN MATERIALS	WILLIAM M CONLIN	GARDEN CART	84.79	125040
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE / INTERNET	299.00	None
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	PD SECURITY CAMERA SYSTEM	78.16	125059
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	PD RADIO AND DOWNTOWN CAMERAS OFFLINE	230.00	125095
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA JOHNS MARY ALEX PARKING DECK	198.00	125080
248-741-920.010	ELECTRIC POWER	DTE ENERGY	STREET LIGHTING MARCH 2025	1,497.41	124999
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC USAGE 3/15/25 - 4/14/25	213.59	125073
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC USAGE 3/15/25 - 4/14/25	228.00	125073
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC USAGE 3/15/25 - 4/14/25	42.97	125073
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELECTRIC USAGE 3/15/25 - 4/14/25	94.73	125073
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC USAGE 3/15/25 - 4/14/25	109.67	125073
248-741-920.010	5691568 - 112 N WING - Y	DTE ENERGY	ELECTRIC USAGE 3/26/25 - 4/24/25	132.01	125139
248-741-920.010	8046563 - 126 N WING - AA	DTE ENERGY	ELECTRIC USAGE 3/26/25 - 4/24/25	18.81	125139
Total Department 741 DESIGN COMMITTEE				3,227.14	
<b>Department: 742 MARKETING COMMITTEE</b>					
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	EVENT POST CARDS / GRAPHICS	1,050.00	125024
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	VINYL DECALS CALENDARS AND POSTERS	360.00	125008
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	COMMUNICATIONS	65.55	None
Total Department 742 MARKETING COMMITTEE				1,475.55	
<b>Department: 744 ORGANIZATIONAL COMMITTEE</b>					
248-744-802.010	LEGAL SERVICES - GENERAL	GIARMARCO, MULLINS, & HORT	LEGAL FEES - GEN MARCH 25	176.00	124994
248-744-962.010	INSURANCE - SPECIAL EVENTS	WEST BEND MUTUAL INSURANCE	2025-26 SPECIAL EVENTS POLICY INSURAN	2,919.00	125020
Total Department 744 ORGANIZATIONAL COMMITTEE				3,095.00	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				7,797.69	

# INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 04/01/2025 - 04/30/2025

4.b

POSTED AND UNPOSTED  
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
	101		GENERAL FUND	2,974.33	
	248		DOWNTOWN DEVELOPMENT AUTHORITY	7,797.69	
	Total For All Funds:			10,772.02	



**Draft MINUTES**  
**Downtown Development Authority**  
**Meeting of the DDA Board of Directors**  
**April 22, 2025**

The April 22, 2025 meeting of the DDA Board of Directors was called to order at 8:31am.

**ROLL CALL**

**Present:** Mayor Brian Turnbull, Amy Bonser, DJ Boyd, Margene Buckhave, David Cole, Aaron Cozart, Ryan McKindles, Robert Miller, Shawn Riley

**Absent:** Mike Jaafar, Jim Long

**Also Present:** George Lahanas / City Manager, Stacy Pearson / DDA Assistant Director, Wendy Longpre, Director of Strategic Planning and Special Projects

**AUDIENCE COMMENT**

None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion by Turnbull, seconded by McKindles** to approve the agenda and consent agenda with modification of numbering of consent agenda items c and d being adjusted to reflect that they are the March reports. **Motion carried** unanimously.

**DDA 2025 PROPOSED BUDGET**

Boyd led discussion on the 2025 proposed budget noting special accomplishments over the year such as updated DDA Bylaws, concerts, outdoor dining permits, and replacement of DDA Director after previous director's retirement. Boyd shared that no major changes were implemented to the proposed budget as presented, but clarified that the debt commitment recorded was an anticipated number, not a final amount. Fund balance discussion followed.

**FORD FIELD PLAYGROUND PROJECT UPDATE**

Longpre gave a broad overview of the current Ford Field Playground project progress. Longpre also gave an overview of the new Gateway Project focused on accessibility into the Ford Field area, noting that the projected start date for work on Dunlap and Hutton should begin in the upcoming weeks. OHM would be utilized for the work under the guidance and collaboration with Longpre.



## **SAFETY UPDATES AND IMPLEMENTATION FOR SPECIAL EVENTS**

Maciag shared the new guidelines for special events to include hard close of streets for the duration of events and mobile crash resistant barricades. Included in the discussion that followed was the note that opening and closing streets throughout a multi-day event would no longer be allowed, and that all vendors would have to be informed in advance of this new security measure. Maciag also shared that the mobile barricades are a resource shared by Oakland County, and in the future, there may be an option to purchase for the city's private use.

## **COMMITTEE UPDATES**

Design Committee – Miller, May 6, 2025 at 8:00am next meeting. Miller requested a monitor or pull-down screen installed in DDA Meeting Room A.

Marketing Committee – Riley, next meeting May 1, 2025. Pearson added that this is a training session for the group on sponsorships.

Parking Committee – Maciag, Yearly parking overview and plan for warnings with no fee prior to tickets to be implemented in the upcoming month.

Organizational Committee – none

Economic Development Committee – Cole, Transition from Cozart to Cole as lead for EDC has begun and a plan for the next year is being developed.

## **DDA FUTURE MEETINGS / IMPORTANT DATES**

The next DDA board meeting will be held on May 27, 2025 at 8:30am in DDA Meeting Room A.

## **BOARD AND STAFF COMMUNICATIONS**

Pearson shared that the NCBA has a new president, Stephanie Holmes owner of the Hair Foundation, and a new treasurer Antoinette Kramer of Orin Jewelers. The group will be holding Ladies Night Derby Days on May 1, 2025. The DDA is assisting the NCBA both in social media and with financial support.

Pearson also shared that Music in the Ville is moving forward in full swing and all lineups, dates, and times will be released shortly.

Seasonal staff update was given by Pearson to outline the plan for returning and new seasonal workers in conjunction with the shared services position with DPW. Pearson added that the shared services employee will be working throughout the entire concert series times on both Friday and Saturday concerts.

The Northville Art Market is returning, and Pearson shared that this is a rebranded event being hosted in June by the Northville Art Market.

## **ADJOURNMENT**

**Motion by Turnbull and seconded by McKindles** to adjourn the DDA Board meeting.  
**Motion carried** unanimously. **Meeting adjourned at** 9:47am.

Respectfully submitted,  
Stacy Pearson, Assistant DDA Director  
Northville DDA



## NORTHVILLE DDA EV USAGE REPORT

### Apr-25

Charger Location	Energy (KWH) JAN	Energy (KWH) FEB	Energy (KWH) MAR	Energy (KWH) APR
123 E Cady St	2148.22	1118.06	999.3	1378.74
123 W Cady St	1709.26	2039.16	1680	1340.17
114 W Main St	2207.36	1091.27	1258.7	1584.27
Totals:	6064.84	4248.49	3938	4303.18

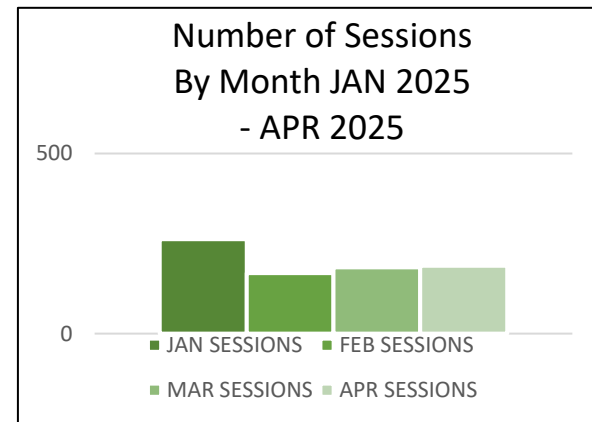
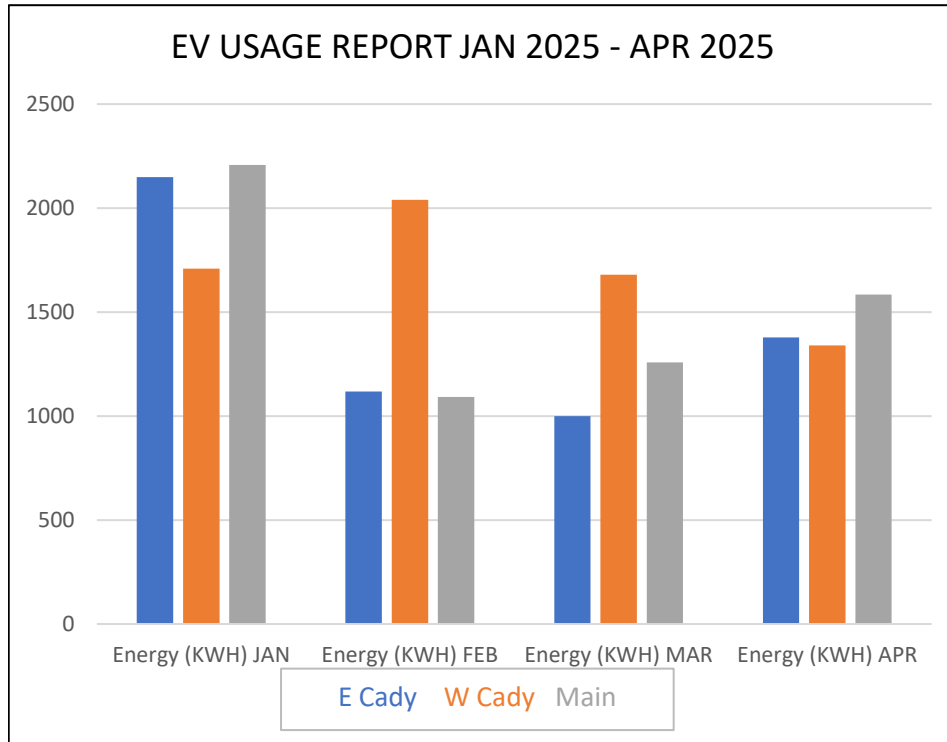
Session Totals	JAN SESSIONS	FEB SESSIONS	MAR SESSIONS	APR SESSIONS
	262	168	184	188

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	278.45	63	229.79	1815.12
123 W Cady St	200.83	59	223.36	1764.34
114 W Main St	196.77	66	264.05	2085.69
Totals:	676.05	188	229.79	3850.03

Annual Users	Jan-25	Feb-25	Mar-25	Apr-25
Sessions to Date	1693	1861	2045	2233
DDA Funds Earned	\$185.61	\$127.41	\$118.00	\$129.05



## Northville, Michigan EV Report



### APRIL 2025 DATA

Petroleum Dsplcmt GAL 229.79  
Green House Gas KG 3850.03



**To:** Northville DDA Board of Directors

**From:** Kate Knight, DDA Executive Director

**Subject:** Proposal for Landscape Architectural Services,  
Conceptual Design and Planning for Future Downtown Projects  
Grissim, Metz, Andriese, and Associates (GMA)

**Date:** June 25, 2024

**Background:** GMA met with DDA staff and Design Committee Chair Rob Miller on site at Town Square to assess initial conditions and develop a scope for maintaining and improving this primary public space and addressing the connection from Town Square south to Cady Street.

**Analysis:** GMA originally designed Town Square in 2007 and has complete base drawings, including custom fabrication specifications for fixtures including the pavilion, planters, and fountain. Phases include inventory and conceptual design, including conceptual budgeting. Deliverables will include a Conceptual Design Package, and probable cost, split among sub areas, (as described in attached proposal 7) to enable prioritization. The DDA Design Committee recommended approval to the DDA Board at their May 21, 2025 meeting.

**Budget Impact:** Funds will be allocated from Contractual Services 248-741-801.000.

**Recommendation:** It is recommended that the Northville DDA authorize the DDA Director to execute GMA contract for Landscape Professional Services for Conceptual Design and Planning for Future Downtown Projects in an amount not to exceed \$22,000.

**Recommended Motion:** Move to authorize DDA Director to execute GMA contract for Landscape Professional Services for Conceptual Design and Planning for Future Downtown Projects in an amount not to exceed \$22,000.

May 14, 2025

Ms. Kate Knight, MUP  
Northville DDA  
215 W. Main Street  
Northville, MI 48167

Re: Conceptual Design and Planning for Future Downtown Projects  
Northville, Michigan  
Landscape Architectural Services

Dear Kate:

We are pleased to submit the following proposal for landscape architectural services for the above-referenced project. This proposal is based on our initial site meeting on 5/5 with you, and Rob Miller. This proposal includes an initial data collecting phase followed by a conceptual design phase for the various projects we discussed, as well as public engagement, and preliminary budgeting.

Our proposed scope of services is outlined as follows:

A. Data Collection/ Inventory Phase

This phase will include:

1. Preparation of base files using our existing AutoCAD files and well as any additional files that the City can provide.
2. Visit the site to document, photograph, and analyze the existing conditions around the various project areas.
3. Update base files per existing conditions, if needed.
4. Meet with you and any additional stakeholders to discuss our findings and confirm the goals and objectives of each project.
5. As outlined, we assume (1) site visit and (1) in-person meeting with you and additional stakeholders during this phase of work.

B. Conceptual Design Phase

This phase includes conceptual designs for all the project areas we discussed on-site. We will structure this phase into two overall projects with sub-projects in each one as outlined below:

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Ms. Kate Knight  
Northville DDA  
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### Project 1 - Town Square

Sub-Project 1A – West Perimeter Wall Treatment

Sub-Project 1B – Raised Round Planters (including planter walls, decorative fencing, and plantings)

Sub-Project 1C – Band Shell

Sub-Project 1D – Fountain

Sub-Project 1E – Center Island on Main Street/ Street Repairs

Sub-Project 1F – Overall Hardscape (paving, stairs, handrails, site furnishings)

### Project 2- Cady Street/ Downs Connections

Sub-Project 2A – Pedestrian Connection to Town Square/ Parking Garage Improvements

Sub-Project 2B –Hutton Street Pedestrian Connections

Sub-Project 2C – Parking/ Streetscape along Cady St. and rear of businesses

Conceptual Design for the following areas may include the following:

1. Plan view line drawings, rendered color plans, and hand sketches.
2. Photoshop renderings and/or sketches over existing pictures showing proposed design concepts.
3. 3D model views of proposed improvements.
4. Each project may include just one of these graphic options or multiple depending on what is needed to convey overall design intent.
5. Prepare reference images supportive of the design intent.
6. Review the schematic site design package with you and any other project stakeholders.
7. Finalize the conceptual design package per direction of the team.
8. We assume up to (2) meetings with project stakeholders during this phase of work.

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Ms. Kate Knight  
Northville DDA  
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C. Conceptual Budgeting

1. Assist with preparation of a rough order of magnitude cost opinion for proposed improvements of each project.
2. Break out project areas into phasing at the direction of you and other stakeholders.

D. Public Engagement

1. This phase will account for any additional meetings with the public that you would like us to attend. All work during this phase will be per your request and billed hourly.

E. Deliverables

Final deliverables will include:

1. A Conceptual Design Package with projects organized as stated above.
2. ROM opinion of probable costs for proposed improvements of each project.
3. Drawings will be provided in both electronic format and hard copy (11 x 17) print format.

F. Compensation

1. Our fee for the services outlined in sections A-C above would be invoiced as a lump sum fee of \$22,000.
2. Our fee for the services outlined in section D above would be invoiced hourly per the attached rate schedule.
3. Invoicing for services will be monthly as work progresses.

G. Project Reimbursables

1. Project reimbursable expenses are in addition to the base fee and are per the attached schedule.



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Ms. Kate Knight  
Northville DDA  
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We thank you for this invitation to be involved with this project and hope that this proposal meets with your approval. We believe our firm can provide you with the highest quality of professional services and we look forward to working with you on this project.

If we can provide you with any additional information or answer any questions regarding our proposed services, please do not hesitate to contact us.

Sincerely,



C.J. Thompson, PLA, ASLA, CPSI  
Associate

CJT/slg

Encl.

Approved and Accepted:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## HOURLY RATES AND REIMBURSABLE EXPENSES

### HOURLY RATES

For hourly fee contracts, additional services beyond the scope of our agreement will be performed at GMA's hourly rates that prevail at the time services are rendered. Current hourly rates are as follows:

Principal .....	175.00 / hour
Partner   Project Manager.....	140.00 / hour
Project Landscape Architect .....	125.00 / hour
Landscape Designer.....	115.00 / hour
Landscape Architectural Technician.....	95.00 / hour

These rates are applicable through December 31, 2025

### REIMBURSABLE EXPENSES

Reimbursable expenses will be billed at cost and shall apply to all project phases as incurred and include the following:

1. Local travel expenses: mileage (billed per IRS Standard Mileage Rate) and parking (if applicable).
2. Out of town travel: airfare, car rental, parking, tolls, food and lodging.
3. Special materials and/or equipment unique to the project (i.e. special graphic materials, mounting supplies, etc.).
4. Courier, express mail and postage.
5. Reproduction of drawings, specifications, graphics and photos.
6. A multiplier of 1.15 will be applied to sub-consultant invoices (electrical, irrigation, survey, etc.).

### ELECTRONIC FILE TRANSFER

All drawing files (CAD files) received need to contain the following characteristics:

1. All files received need to be .DWG (AutoCAD).
2. Drawing files to include a color dependent plot style table (CTB) (i.e. not STB), AutoCAD compiled shape files, and font files.