



**Meeting of the DDA Board of Directors  
September 24, 2024 - 8:00 a.m.  
Meeting Room A**

**AGENDA**

1. Call to Order – Shawn Riley
2. Roll Call – Stacy Pearson
3. Audience Comments (3-minute limit)
4. Approval of Agenda and Consent Agenda
5. Consent Agenda
  - a. August 2024 Financial Statement (Attachment 5.a)
  - b. August 2024 Invoice Report (Attachment 5.b)
  - c. August 27, 2024 Meeting Minutes (Attachment 5.c)
  - d. 1<sup>st</sup> Quarter Budget Amendments (Attachment 5.d)
  - e. Explanation for Budget Amendments (Attachment 5.e)
  - f. August EV Monthly Usage Report (Attachment 5.f)
6. Informational Meeting – PA 57
  - a. Annual Report – Lori Ward (Attachment 6.a)
  - b. Priority Projects (Attachment 6.b)
7. Pedestrian Plan/Expanded Retail/Dining
  - a. Advisory Ballot update (Attachment 7.a)
  - b. Let's Open Northville Lawsuit – Lori Ward deposition on October 18<sup>th</sup>
  - c. OHM Pre-engineering update – George Lahanas
  - d. EDC subcommittee recommendations – Greg Presley
8. Purchase of Christmas Tree (Attachment 8)
9. 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 – Aaron Cozart
10. DDA Future Meetings / Important Dates (Attachment 10)
11. Board and Staff Communications
12. Adjournment – Next Meeting – October 22, 2024

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 08/31/2024

Attachment 5.a

GL Number	Description	24-25 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						17%
<b>Department: 000</b>						
<b>Account Category: Revenues</b>						
248-000-404.000	CURRENT PROPERTY TAXES	887,776.00	799,215.94	301,022.63	88,560.06	90.02
248-000-412.000	DLQ PERS PROP TAXES COLLECTED	0.00	0.00	0.00	0.00	0.00
248-000-415.000	RESERVE - PERS PROP TAX APPEALS	0.00	0.00	0.00	0.00	0.00
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	0.00	0.00	(1,000.00)	0.00
248-000-451.000	DDA OPERATING LEVY	73,915.00	59,692.95	44,572.78	14,222.05	80.76
248-000-451.010	CAPTURE REDUCTION DUE TO 2604 STATE	0.00	0.00	0.00	0.00	0.00
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	0.00	0.00	180.00	0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	16,500.00	729.64	85.00	15,770.36	4.42
248-000-502.000	FEDERAL GRANTS - GENERAL GOVERNMENT	0.00	0.00	0.00	0.00	0.00
248-000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	30,000.00	0.00	0.00	30,000.00	0.00
248-000-626.000	MISCELLANEOUS REVENUE	350.00	60.00	60.00	290.00	17.14
248-000-626.010	DEVELOPER REIMBURSEMENT/CONTRIBUTION	0.00	50.00	0.00	(50.00)	100.00
248-000-626.110	EV CHARGING STATION REVENUE	500.00	0.00	0.00	500.00	0.00
248-000-637.910	FACADE GRANT PROGRAM	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST - INVESTMENT POOL	10,000.00	439.29	439.29	9,560.71	4.39
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	1,376.03	754.02	2,623.97	34.40
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	1,343.80	0.00	7,656.20	14.93
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(38.01)	(38.01)	(461.99)	7.60
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(54.26)	0.00	(645.74)	7.75
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(38.26)	(38.26)	(511.74)	6.96
248-000-665.700	CUSTODIAL FEES	(130.00)	(10.55)	0.00	(119.45)	8.12
248-000-667.020	RENT - SHORT TERM	200.00	0.00	0.00	200.00	0.00
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	8,670.72	0.00	(8,670.72)	100.00
248-000-673.000	GAIN ON DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00	0.00
248-000-673.500	SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00
248-000-674.000	PRIVATE CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00
248-000-674.020	SPONSORSHIPS - HEAT IN THE STREET	0.00	0.00	0.00	0.00	0.00
248-000-677.000	SPONSORSHIPS	0.00	0.00	0.00	0.00	0.00
248-000-677.010	SPONSORSHIPS - CONCERTS	32,800.00	19,500.00	2,000.00	13,300.00	59.45
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	3,350.00	2,850.00	11,650.00	22.33
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	5,000.00	0.00	0.00	5,000.00	0.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	2,000.00	0.00	0.00	2,000.00	0.00
248-000-678.000	INSURANCE PROCEEDS	6,000.00	0.00	0.00	6,000.00	0.00
248-000-683.000	MMRMA ACTIVITY	0.00	0.00	0.00	0.00	0.00
248-000-696.000	FINANCING PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	46,930.00	0.00	0.00	46,930.00	0.00
248-000-699.101	O/T FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
248-000-699.405	O/T FROM PUBLIC IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00
248-000-699.496	O/T FROM DOWNTOWN DEV CONSTRUCTION F	0.00	0.00	0.00	0.00	0.00
Revenues		1,137,271.00	894,287.29	351,707.45	242,983.71	78.63
Net - Dept 000		1,137,271.00	894,287.29	351,707.45	242,983.71	
<b>Department: 573 DPW SERVICES</b>						
<b>Account Category: Expenditures</b>						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	690.52	364.62	7,509.48	8.42
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	172.14	172.14	1,532.86	10.10
248-573-725.000	FRINGE BENEFITS	9,900.00	816.45	512.86	9,083.55	8.25

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 08/31/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Department: 573 DPW SERVICES</b>						
<b>Account Category: Expenditures</b>						
248-573-801.020	AUTOMOTIVE SERVICE	500.00	0.00	0.00	500.00	0.00
248-573-876.000	RETIREE HEALTHCARE COSTS	0.00	0.00	0.00	0.00	0.00
248-573-943.000	EQUIPMENT RENTAL - CITY	11,165.00	200.92	73.62	10,964.08	1.80
248-573-956.000	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00
Expenditures		31,470.00	1,880.03	1,123.24	29,589.97	5.97
Net - Dept 573 - DPW SERVICES		(31,470.00)	(1,880.03)	(1,123.24)	(29,589.97)	
<b>Department: 740 BUSINESS MIX COMMITTEE</b>						
<b>Account Category: Expenditures</b>						
248-740-706.000	WAGES - REGULAR FULL TIME	0.00	0.00	0.00	0.00	0.00
248-740-725.000	FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00
248-740-811.000	PLANNING	0.00	0.00	0.00	0.00	0.00
Expenditures		0.00	0.00	0.00	0.00	0.00
Net - Dept 740 - BUSINESS MIX COMMITTEE		0.00	0.00	0.00	0.00	
<b>Department: 741 DESIGN COMMITTEE</b>						
<b>Account Category: Expenditures</b>						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	3,364.75	2,523.55	20,095.25	14.34
248-741-707.000	WAGES - REGULAR OVERTIME	0.00	0.00	0.00	0.00	0.00
248-741-709.000	WAGES - PART TIME	72,610.00	19,365.94	14,614.67	53,244.06	26.67
248-741-725.000	FRINGE BENEFITS	17,755.00	4,005.95	3,174.21	13,749.05	22.56
248-741-726.000	SUPPLIES	450.00	836.91	0.00	(386.91)	185.98
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	1,843.24	(551.01)	53,156.76	3.35
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	2,500.00	1,892.50	0.00	607.50	75.70
248-741-775.900	FUEL & OIL	1,000.00	11.26	0.00	988.74	1.13
248-741-801.000	CONTRACTUAL SERVICES	29,870.00	8,371.63	8,371.63	21,498.37	28.03
248-741-801.160	RESTROOM PROGRAM	4,000.00	616.00	616.00	3,384.00	15.40
248-741-802.300	CONTRACTED MARKETING SERVICES	0.00	0.00	0.00	0.00	0.00
248-741-802.700	GIS SERVICES	0.00	0.00	0.00	0.00	0.00
248-741-803.200	PLANNING & DESIGN STUDIES	0.00	0.00	0.00	0.00	0.00
248-741-811.000	PLANNING	0.00	0.00	0.00	0.00	0.00
248-741-920.010	ELECTRIC POWER	31,940.00	2,488.02	1,854.80	29,451.98	7.79
248-741-920.020	NATURAL GAS	18,980.00	148.13	0.00	18,831.87	0.78
248-741-920.030	WATER & SEWER SERVICE	10,240.00	2,156.78	2,156.78	8,083.22	21.06
248-741-938.050	SIDEWALK REPAIRS	0.00	0.00	0.00	0.00	0.00
248-741-938.120	LANDSCAPE MAINTENANCE	38,060.00	0.00	7,673.50	38,060.00	0.00
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
248-741-943.000	EQUIPMENT RENTAL - CITY	0.00	0.00	0.00	0.00	0.00
248-741-955.210	SIGNAGE & MARKERS PROJECT	0.00	0.00	0.00	0.00	0.00
248-741-962.500	VEHICLE INSURANCE	480.00	487.00	0.00	(7.00)	101.46
248-741-967.000	CAPITAL OUTLAY & IMPROVEMENTS < \$5,0	0.00	0.00	0.00	0.00	0.00
248-741-967.050	ALLEYWAY IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-741-967.250	COMERICA CONECTION EXHIBIT	0.00	0.00	0.00	0.00	0.00
248-741-967.290	DOWNTOWN SIDEWALK & LANDSCAPE REPL.	0.00	0.00	0.00	0.00	0.00
248-741-971.110	COMERICA COMMUNITY CONNECTION	0.00	0.00	0.00	0.00	0.00
248-741-972.060	TOWN SQUARE PROJECT	0.00	0.00	0.00	0.00	0.00
248-741-976.010	SITE AMENITIES	29,000.00	(1,238.00)	0.00	30,238.00	(4.27)

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 08/31/2024

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<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Department: 741 DESIGN COMMITTEE</b>						
<b>Account Category: Expenditures</b>						
248-741-976.020	PEDESTRIAN PLAN IMPLEMENTATION	75,000.00	0.00	0.00	75,000.00	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	20,000.00	0.00	0.00	20,000.00	0.00
248-741-995.202	O/T TO MAJOR STREETS FUND	0.00	0.00	0.00	0.00	0.00
248-741-995.204	O/T TO SDSI FUND	0.00	0.00	0.00	0.00	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	50,000.00	0.00	0.00	50,000.00	0.00
Expenditures		482,345.00	44,350.11	40,434.13	437,994.89	9.19
Net - Dept 741 - DESIGN COMMITTEE		(482,345.00)	(44,350.11)	(40,434.13)	(437,994.89)	
<b>Department: 742 MARKETING COMMITTEE</b>						
<b>Account Category: Expenditures</b>						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	2,691.80	2,018.86	16,078.20	14.34
248-742-709.000	WAGES - PART TIME	26,490.00	3,989.33	3,339.11	22,500.67	15.06
248-742-725.000	FRINGE BENEFITS	11,195.00	2,618.58	2,220.70	8,576.42	23.39
248-742-726.000	SUPPLIES	50.00	0.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	10,127.72	(1,011.84)	44,237.28	18.63
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	480.80	420.00	799.20	37.56
248-742-811.000	PLANNING	0.00	0.00	0.00	0.00	0.00
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	8,000.00	0.00	(5,200.00)	285.71
248-742-955.180	MARKETING	0.00	0.00	0.00	0.00	0.00
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	0.00	0.00	2,750.00	0.00
248-742-955.310	CONCERTS	32,800.00	0.00	0.00	32,800.00	0.00
248-742-955.320	SKELETONS EVENT	13,000.00	0.00	0.00	13,000.00	0.00
248-742-955.330	HOLIDAY TO REMEMBER EVENT	5,000.00	0.00	0.00	5,000.00	0.00
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	0.00	0.00	2,000.00	0.00
248-742-976.020	PEDESTRIAN PLAN IMPLEMENTATION	0.00	0.00	0.00	0.00	0.00
248-742-995.208	O/T TO PARKS & RECREATION FUND	0.00	0.00	0.00	0.00	0.00
Expenditures		170,500.00	27,908.23	6,986.83	142,591.77	16.37
Net - Dept 742 - MARKETING COMMITTEE		(170,500.00)	(27,908.23)	(6,986.83)	(142,591.77)	
<b>Department: 743 PARKING COMMITTEE</b>						
<b>Account Category: Expenditures</b>						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	1,346.00	1,009.50	8,039.00	14.34
248-743-709.000	WAGES - PART TIME	5,800.00	1,048.07	749.73	4,751.93	18.07
248-743-725.000	FRINGE BENEFITS	5,120.00	1,141.62	939.78	3,978.38	22.30
248-743-726.000	SUPPLIES	50.00	0.00	0.00	50.00	0.00
248-743-801.000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-743-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	0.00	0.00	0.00	0.00
248-743-802.300	CONTRACTED MARKETING SERVICES	0.00	0.00	0.00	0.00	0.00
248-743-811.000	PLANNING	0.00	0.00	0.00	0.00	0.00
248-743-937.000	PARKING STRUCTURE MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	0.00	0.00	250.00	0.00
248-743-977.160	PARKING EXPANSION	0.00	0.00	0.00	0.00	0.00
248-743-995.101	O/T TO GENERAL FUND	0.00	12,500.00	0.00	(12,500.00)	100.00
248-743-995.230	O/T TO PARKING FUND	104,430.00	26,107.50	0.00	78,322.50	25.00
Expenditures		125,035.00	42,143.19	2,699.01	82,891.81	33.71
Net - Dept 743 - PARKING COMMITTEE		(125,035.00)	(42,143.19)	(2,699.01)	(82,891.81)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

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GL Number	Description	24-25 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Department: 744 ORGANIZATIONAL COMMITTEE</b>						
<b>Account Category: Expenditures</b>						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	2,018.89	1,514.18	12,056.11	14.34
248-744-709.000	WAGES - PART TIME	7,730.00	1,679.49	1,281.71	6,050.51	21.73
248-744-725.000	FRINGE BENEFITS	7,510.00	1,828.84	1,534.86	5,681.16	24.35
248-744-726.000	SUPPLIES	1,250.00	0.00	0.00	1,250.00	0.00
248-744-730.000	POSTAGE	50.00	0.00	0.00	50.00	0.00
248-744-731.000	PUBLICATIONS	0.00	0.00	0.00	0.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	750.27	0.00	(750.27)	100.00
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0.00	0.00	0.00	0.00	0.00
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	0.00	0.00	6,500.00	0.00
248-744-802.300	CONTRACTED MARKETING SERVICES	0.00	0.00	0.00	0.00	0.00
248-744-805.000	AUDITING SERVICES	0.00	0.00	0.00	0.00	0.00
248-744-811.000	PLANNING	0.00	0.00	0.00	0.00	0.00
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	182.97	75.00	717.03	20.33
248-744-900.000	PRINTING & PUBLISHING	1,215.00	26.53	0.00	1,188.47	2.18
248-744-955.400	DDA BOUNDARY EXPANSION	0.00	0.00	0.00	0.00	0.00
248-744-956.000	CONTINGENCIES	3,270.00	0.00	0.00	3,270.00	0.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	270.00	270.00	830.00	24.55
248-744-960.000	EDUCATION & TRAINING	850.00	0.00	0.00	850.00	0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	4,450.00	2,462.00	0.00	1,988.00	55.33
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	1,959.17	0.00	540.83	78.37
248-744-962.700	WORKERS COMP INSURANCE	0.00	0.00	0.00	0.00	0.00
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	119,980.00	3,370.00	0.00	116,610.00	2.81
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(60,505.00)	0.00	0.00	(60,505.00)	0.00
248-744-995.677	O/T TO INSURANCE RETENTION FUND	0.00	0.00	0.00	0.00	0.00
Expenditures		110,875.00	14,548.16	4,675.75	96,326.84	13.12
Net - Dept 744 - ORGANIZATIONAL COMMITTEE		(110,875.00)	(14,548.16)	(4,675.75)	(96,326.84)	
<b>Department: 745 ECONOMIC DEVELOPMENT COMMITTEE</b>						
<b>Account Category: Expenditures</b>						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	4,037.76	3,028.31	24,112.24	14.34
248-745-709.000	WAGES - PART TIME	7,730.00	1,679.50	1,281.72	6,050.50	21.73
248-745-725.000	FRINGE BENEFITS	13,645.00	2,708.73	2,190.93	10,936.27	19.85
248-745-726.000	SUPPLIES	100.00	0.00	0.00	100.00	0.00
248-745-801.000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-745-803.200	PLANNING & DESIGN STUDIES	0.00	0.00	0.00	0.00	0.00
248-745-938.050	SIDEWALK REPAIRS	0.00	0.00	0.00	0.00	0.00
248-745-938.160	BRICK REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-745-955.190	BUSINESS RETENTION PROGRAM	0.00	0.00	0.00	0.00	0.00
Expenditures		49,625.00	8,425.99	6,500.96	41,199.01	16.98
Net - Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		(49,625.00)	(8,425.99)	(6,500.96)	(41,199.01)	
<b>Department: 906 DEBT SERVICE</b>						
<b>Account Category: Expenditures</b>						
248-906-955.120	FINANCING OUTLAY	0.00	0.00	0.00	0.00	0.00
248-906-991.000	DEBT PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-906-993.000	DEBT INTEREST	0.00	0.00	0.00	0.00	0.00
248-906-994.650	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 08/31/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Department: 906 DEBT SERVICE</b>						
<b>Account Category: Expenditures</b>						
248-906-995.303	O/T TO DEBT SERVICE FUND	167,421.00	0.00	0.00	167,421.00	0.00
	Expenditures	167,421.00	0.00	0.00	167,421.00	0.00
	Net - Dept 906 - DEBT SERVICE	(167,421.00)	0.00	0.00	(167,421.00)	
<b>Department: 999 RESERVE ACCOUNTS</b>						
<b>Account Category: Expenditures</b>						
248-999-956.000	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00
248-999-999.000	UNALLOCATED RESERVE	0.00	0.00	0.00	0.00	0.00
248-999-999.030	RESERVED FOR SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
	Expenditures	0.00	0.00	0.00	0.00	0.00
	Net - Dept 999 - RESERVE ACCOUNTS	0.00	0.00	0.00	0.00	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	1,137,271.00	894,287.29	351,707.45	242,983.71	
	TOTAL EXPENDITURES	1,137,271.00	139,255.71	62,419.92	998,015.29	
	NET OF REVENUES & EXPENDITURES:	0.00	755,031.58	289,287.53	(755,031.58)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

EXP CHECK RUN DATES 09/01/2024 - 09/30/2024

POSTED AND UNPOSTED

OPEN AND PAID

Attachment 5.b

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Check: 123964</b>					
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERVICES	SEASONAL LANDSCAPING	1,684.99	123964
			<b>Total Check 123964:</b>	<u>1,684.99</u>	
<b>Check: 123965</b>					
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERVICES	SEASONAL STAFF MATERIALS	393.22	123965
			<b>Total check 123965:</b>	<u>393.22</u>	
<b>Check: 123977</b>					
248-741-920.010	5691568 - 112 N WING - Y	DTE ENERGY	ELECTRIC CHARGES 7/26/24 - 8/23/24	147.06	123977
			<b>Total Check 123977:</b>	<u>147.06</u>	
<b>Check: 123989</b>					
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY MARY ALEX BLVD	308.00	123989
			<b>Total Check 123989:</b>	<u>308.00</u>	
<b>Check: 123991</b>					
248-741-801.000	CONTRACTUAL SERVICES	OHM ENGINEERING ADVISORS	MAIN ST PRELIMINARY STUDY	7,474.63	123991
			<b>Total Check 123991:</b>	<u>7,474.63</u>	
<b>Check: 123999</b>					
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	MARKETING AND DESIGN SERVICES FOR POS	910.00	123999
			<b>Total Check 123999:</b>	<u>910.00</u>	
<b>Check: 124018</b>					
248-741-726.000	SUPPLIES	QUICK SILVER MARKETING SOL	SEASONAL SAFETY VEST	379.07	124018
			<b>Total Check 124018:</b>	<u>379.07</u>	
<b>Check: 124026</b>					
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERVICES	LANDSCAPE SUPPLIES	1,212.20	124026
			<b>Total check 124026:</b>	<u>1,212.20</u>	
<b>Check: 124060</b>					
248-744-958.000	MEMBERSHIP & DUES	MICHIGAN DOWNTOWN ASSOCIAT	MDA DUES	750.00	124060
			<b>Total Check 124060:</b>	<u>750.00</u>	
<b>Check: 124062</b>					
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	OCTOBER MARKETING	2,000.00	124062
			<b>Total Check 124062:</b>	<u>2,000.00</u>	
<b>Check: 124079</b>					
248-741-962.500	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RISK	2024-2025 MMRMA INS. CONTRIBUTION INS	243.50	124079
248-744-962.000	LIABILITY & PROPERTY INSUR	MICHIGAN MUNICIPAL RISK	2024-2025 MMRMA INS. CONTRIBUTION INS	1,231.00	124079
			<b>Total check 124079:</b>	<u>1,474.50</u>	
<b>Check: 124081</b>					
248-742-955.320	SKELETONS EVENT	AARONSON MANAGEMENT, INC.	SKELETON SIGNS	425.00	124081
			<b>Total Check 124081:</b>	<u>425.00</u>	
<b>Check: 124082</b>					
248-741-976.010	SITE AMENITIES	GRAINGER	STREET LIGHT REPAIRS	206.60	124082
			<b>Total Check 124082:</b>	<u>206.60</u>	
<b>Check: 124085</b>					
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA JOHN MARY ALEX PARKING DECK	308.00	124085

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

EXP CHECK RUN DATES 09/01/2024 - 09/30/2024

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Check: 124085</b>				<b>Total Check 124085:</b>	308.00
<b>Check: 124092</b>					
248-742-955.310	CONCERTS	JAG ENTERTAINMENT	SUMMER CONCERTS	8,000.00	124092
				<b>Total check 124092:</b>	8,000.00
<b>Check: 124097</b>					
248-741-801.000	CONTRACTUAL SERVICES	CUSTOMCHANNELS.NET LLC	DOWNTOWN MUSIC	348.00	124097
				<b>Total Check 124097:</b>	348.00
<b>Check: 124104</b>					
248-000-665.500	INVESTMENT ADVISORY FEES	ROBINSON CAPITAL MANAGEMEN	AUGUST MGMT FEES	65.03	124104
				<b>Total Check 124104:</b>	65.03
<b>Check: 124108</b>					
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	SOFTWARE SERVICE SUPPORT / CAMERAS	78.16	124108
				<b>Total check 124108:</b>	78.16
<b>Check: 124115</b>					
248-741-976.010	SITE AMENITIES	Johnson Sign Company	REPLACEMENT OF CADY ST SIGN	1,337.50	124115
				<b>Total Check 124115:</b>	1,337.50
<b>Check: 124134</b>					
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC CHARGES 8/15/24 - 9//13/24	808.24	124134
				<b>Total Check 124134:</b>	808.24
<b>Check: 500592</b>					
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE FOR 8/1 - 8/28	269.87	500592
				<b>Total check 500592:</b>	269.87
<b>Check: 500594</b>					
248-741-775.200	DOWNTOWN MATERIALS	AMAZON CAPITAL SERVICES, I	SEASONAL LANDSCAPING	65.97	500594
248-741-775.210	SOCIAL DISTRICT EXPENDITUR	AMAZON CAPITAL SERVICES, I	BAGS FOR CORN HOLE	68.94	500594
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE AND INTERNET	299.00	500594
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	COMMUNICATIONS	60.80	500594
248-744-726.000	SUPPLIES	AMAZON CAPITAL SERVICES, I	IPAD FOR RITTER PROJECT	338.47	500594
248-744-726.000	SUPPLIES	AMAZON CAPITAL SERVICES, I	DOCUMENT SCANNERS (3)	270.16	500594
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	COMCAST CORPORATION	DSL SERVICES	275.79	500594
248-744-853.000	TELEPHONE/COMMUNICATIONS	CLEAR RATE COMMUNICATIONS,	PHONE & INTERNET	32.97	500594
				<b>Total Check 500594:</b>	1,412.10



INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

EXP CHECK RUN DATES 09/01/2024 - 09/30/2024

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
---	TOTALS BY FUND ---	248	DOWNTOWN DEVELOPMENT AUTHORITY	29,992.17	



**Downtown Development Authority  
Meeting of the DDA Board of Directors  
August 27, 2024**

The August 27, 2024 meeting of the DDA Board of Directors was called to order at 8:00 am.

**ROLL CALL**

**Present:** Mayor Brian Turnbull, Amy Bonser, DJ Boyd, Margene Buckhave, David Cole, Mike Jaafar, Jim Long, Ryan McKindles, Robert Miller, Shawn Riley

**Absent:** Aaron Cozart

**Also Present:** John Carter / City Council, Dave Gutman, Lori Ward / DDA Director, Stacy Pearson / Assistant DDA Director, George Lahanas / City Manager, Tony Chubb / City Attorney, Alan Maciag / Police Chief, Greg Presley, Michelle Aniol, Mary Keys, Shauna Parzuchowski, Venessa Mandell

**AUDIENCE COMMENT** None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion by** Turnbull, **seconded by** McKindles to approve the agenda and consent agenda. **Motion carried** unanimously.

**AMENDMENT TO THE DDA BYLAWS**

Ward led discussion on updated DDA Bylaws. Ward invited City Attorney, Tony Chubb to walk the group through the changes to both board and committee quorum guidelines. Chubb clarified that quorum of the board is necessary for the passage of any resolution, meaning the majority of the board, not the majority of only those members present. Chubb and Ward noted that six out of the eleven board members would be required to conduct board business. Chubb went on to explain that for committees, the majority of the committee would need to be present to conduct a meeting, but that a majority of those present at the meeting would be sufficient to conduct business or be empowered to act. Boards are advisory in nature and all decisions would go back to the DDA board for decision making on all business. Ward shared that within the last six months committees met to revisit the structure and organization of committees, no changes were made outside of meeting times and frequency. Riley noted that over the history of the DDA Business Mix and Marketing Committees have been combined to form Marketing Mix Committee, and Ward shared that the Economic Development Committee was added since the bylaws were first introduced. Chubb shared that the language was added to the Marketing Mix Committee to include language on social media.

**Motion by Boyd, seconded by Long** to approve the adoption of the amended DDA Bylaws as presented. **Motion carried** unanimously.

## **PEDESTRIAN PLAN / EXPANDED RETAIL / DINING**

Chubb updated the Board with information on the proposed advisory ballot, sharing that Oakland County acknowledged that our local city clerk is the certifying officer and thus has sole authority to place an advisory vote on the ballot. Chubb followed that Wayne County had not responded as of yet, noting that the deadlines for a decision have passed however, he feels they will still come back with a decision shortly. Cole asked if a split ballot was possible, to which Chubb responded that it was not unless City Council wanted to initiate litigation against Wayne County. Chubb clarified that if Wayne County denied the request, the issue would be on the ballot for those living in Oakland County but not on the ballot for those living in Wayne County. Turnbull shared that he would be meeting with Wayne County and anticipated answers from them shortly.

Lahanas gave updates on the Let's Open Northville lawsuit, noting that senior city leadership would be heading into depositions with MMRMA in late September or early October. He added that trial is anticipated for a year from now. Discussion followed on street closure and ballot questions.

Lahanas gave an OHM pre-engineering update noting it was nearly completed and the outcome would be brought to staff and DDA shortly after it is completed. Turnbull noted that study was needed regardless of whether the streets are open or closed.

The Economic Development subcommittee recommendations on parklets were presented by Presley and Aniol. Ward opened the discussion of parklets noting that the focus was to find an accommodating solution to outdoor dining regardless of whether the streets are opened or closed thus creating a predicable situation throughout the season for outdoor use. Ward stated a subcommittee was formed including John Carter, Robert Miller, Greg Presley, Michelle Aniol, and DDA staff as well as additional meetings with Northville Police, Fire Department, and DPW. Aniol defined parklets as the conversion of an on-street parking space into a public, private, or multi-use space. Presley and Aniol continued the conversation presenting on the nature of parklets, materials, anticipated cost, planning, zoning, regulations, reference materials from other communities, and feasibility for parklets in Northville; group discussion followed. Presley requested direction after consideration by the board for the proposal of parklets and the potential for moving forward on the planning and preparation for parklet system implementation. The decision was made by the group to move forward with continued research, design, and planning to be presented to group.

Keys asked for clarification on how many potential parking spaces may be taken up by parklets. Presley answered that he thought it was around 20-25% but that it was early days, and that everything would be done in a thoughtful way and only taken with serious consideration. Keys added concerns over parking on Cady currently, and concerns about attracting people to Northville noting that, in her opinion, the DDA should be providing more parking as a goal to benefit all businesses. The discussion brought about the topic of the parking study, to which Maciag reported that the parking committee met last week

with John Forester from Fishbeck. The study should be completed soon and will be shared with the DDA Board and City Council. Ward noted that Fishbeck is currently conducting stakeholder interviews and she would be happy to take the names of anyone who would like to be included in the study. Aniol asked if there was an RFP for the study. Ward noted it was done by DPW and that the RFP was available online.

Carter added that the parklets should be separated from the street closure discussion. Additionally adding that in the discussions with the sub-committee it was found that DPW will have space at their facility for storage of the parklets. As a final note he shared that he personally recommended providing a look and feel to all parklets that are similar between Main and Center to create a cohesive, unifying affect throughout downtown.

Parzuchowski brought up concerns for public use on shared space. Group discussion followed with the note by Ward made to pursue conversation further as policy is developed.

A consensus was made by the DDA board in total to pursue further discussion and development of a plan for parklets.

## **WIFI DISCUSSION**

Ward and Pearson presented their findings on the lack of Wi-Fi use in Town Square. Discussion followed on the feasibility, high cost, and use of the Wi-Fi. It currently costs approximately \$7,000 / year to host the Town Square system. Ward proposed terminating the contract with the DDA Wi-Fi provider, or continuing with necessary but costly replacement and update of Wi-Fi. Pearson added that after hours of research with the company there are seemingly less than 25 log-ons of devices in Town Square per month. Cole requested moving forward and that additional information wasn't necessary as most people have Wi-Fi on their own person and that he would rather see the money put to different use. Boyd agreed, as did the group. Turnbull noted he had a meeting with Comcast later in the week, and if they offer free Wi-Fi with upgrade he would let the DDA know immediately.

**Motion by Cole, seconded by Bonser** to approve the termination of the current Wi-Fi contract with Clear Rate and Comcast in Town Square. **Motion carried** unanimously.

## **COMMITTEE UPDATES**

*Design Committee* – none

*Marketing Meeting*—Riley reported brick sales at Mill Race Village are still open and those interested should go to the city website or Mill Race Village website. Turnbull added that the bricks and water drainage have been paid for by grants. Pearson added that the Chamber of Commerce would be starting a monthly community calendar and that the DDA would be providing the October in the Ville information. Pearson also announced skeletons Are Alive 2024 begins October 1 – October 31, and the Launch Party will be held on October 4 from 6-9pm.

*Parking Committee* – none

*Organizational Committee* – Boyd noted updated to bylaws were the most recent activity. Ward also noted September would be an informational meeting required by state statute.  
*Economic Development Committee* – none

Long added that on September 19, 2024 at Genitti's Steve Quay would be giving a talk on and signing of his new "Ride Through Northville" book.

Boyd included a need for future discussion on encouraging bike riding in town.

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

Riley announced the next meeting of the DDA Board will be September 24, 2024

### **ADJOURNMENT**

**Motion by** Turnbull **seconded by** Cole to adjourn the DDA Board meeting. **Motion carried** unanimously. **Meeting adjourned at** 9:26am.

Respectfully submitted,  
Stacy Pearson, Assistant DDA Director  
Northville DDA

**CITY OF NORTHVILLE  
BUDGET REPORT**

Benchmark = 17%	FY 2024-25	AMENDMENTS:				FY 2024-25	Actual	%	AMENDMENT
	ORIGINAL	1ST	2ND	3RD	4TH	AMENDED	YTD thru	OF	EXPLANATION
	BUDGET	QUARTER	QUARTER	QUARTER	QUARTER	BUDGET	8/31/2024	BUDGET	(see attached)
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>									
<b>REVENUES</b>									
Property Taxes	960,691	(7,827)	-	-	-	952,864	858,909	90%	2
Licenses, Fees, Permits	16,680	-	-	-	-	16,680	727	4%	
Sponsorships	54,800	-	-	-	-	54,800	22,850	42%	
State Revenues	30,000	15,453	-	-	-	45,453	-	0%	2
Miscellaneous Revenue	6,850	-	-	-	-	6,850	110	2%	
Interest & Rent	21,320	-	-	-	-	21,320	11,624	55%	
Transfer from General Fund	-	-	-	-	-	-	-	0%	
Use of Fund Balance	46,930	(11,861)	-	-	-	35,069	-		1-2, 4-5
<b>REVENUE TOTAL</b>	<b>1,137,271</b>	<b>(4,235)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,133,036</b>	<b>894,219</b>	<b>79%</b>	
<b>EXPENDITURES</b>									
DPW Services	31,470	-	-	-	-	31,470	1,880	6%	
Design Committee	482,345	(4,710)	-	-	-	477,635	46,998	10%	1, 4-5
Marketing	170,500	-	-	-	-	170,500	27,969	16%	
Parking	125,035	-	-	-	-	125,035	42,143	34%	
Organizational	110,875	475	-	-	-	111,350	16,707	15%	1
Economic Development	49,625	-	-	-	-	49,625	8,426	17%	
Debt Service	167,421	-	-	-	-	167,421	-	0%	
<b>EXPENDITURES TOTAL</b>	<b>1,137,271</b>	<b>(4,235)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,133,036</b>	<b>144,124</b>	<b>13%</b>	





## NORTHVILLE DDA EV USAGE REPORT

### Aug-24

Charger Location	Energy (KWH) MAY	Energy (KWH) JUNE	Energy (KWH) JULY	Energy (KWH) AUG
123 E Cady St	733.68	1020.89	1146.64	1201.7
123 W Cady St	646.78	2983.5	725.25	707.03
114 W Main St	1001.93	863.43	1126.82	1192.86
Totals:	2382.39	4867.82	2998.71	3101.59

Session Totals	MAY SESSIONS	JUNE SESSIONS	JULY SESSIONS	AUG SESSIONS
	137	173	183	226

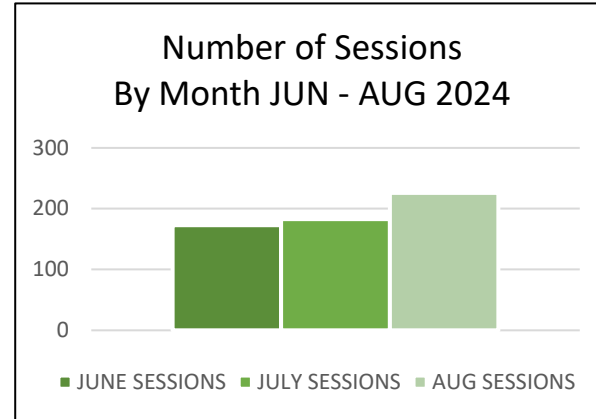
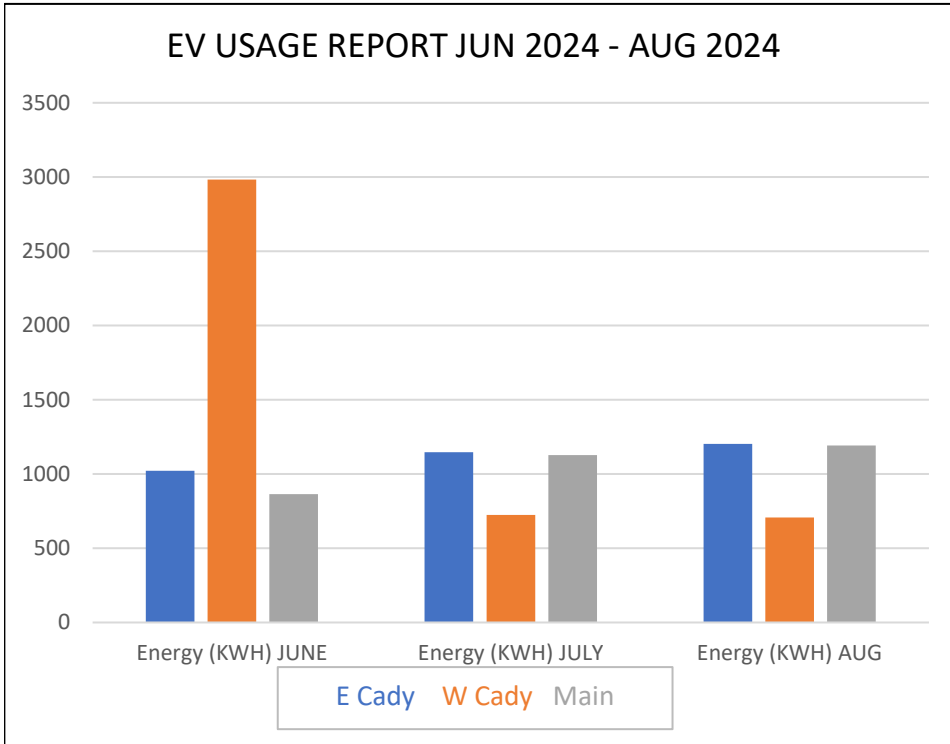
Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	148.65	108	116.09	117.01
123 W Cady St	201.73	41	66.09	522.04
114 W Main St	141.53	77	115.7	913.03
Totals:	491.91	226	297.88	1552.08

Annual Users	2023	Jun-24	Jul-24	Aug-24
Sessions	856	173	183	226
DDA Funds Earned	N/A	\$85.51	\$86.20	\$84.44





Northville, Michigan EV Report



### AUG 2024 DATA

Petroleum Dsplcmt 297.88 GAL  
Green House Gas 1552.08 KG

REVENUE AND EXPENDITURE REPORT FOR  
DOWNTOWN DEVELOPMENT AUTHORITY  
FOR THE FISCAL YEAR ENDED 6/30/2024

	23-24 Original Budget	23-24 Amended Budget	YTD Balance 06/30/2024	Available Balance	% Bdgt Used
PROPERTY TAXES	917,317.00	903,909.00	904,079.45	(170.45)	100.02
LICENSES, FEES, & PERMITS	15,180.00	11,960.00	13,972.94	(2,012.94)	116.83
STATE REVENUES	24,000.00	46,075.00	46,074.15	0.85	100.00
SALES & SERVICES	200.00	6,128.00	5,283.30	844.70	86.22
MISCELLANEOUS REVENUES	7,515.00	5,277.00	14,385.32	(9,108.32)	272.60
INTEREST	12,110.00	46,960.00	48,133.61	(1,173.61)	102.50
RENTAL INCOME	700.00	0.00	0.00	-	0.00
OTHER FINANCING SOURCES	0.00	2,945.00	2,945.95	(0.95)	100.03
SPONSORSHIPS	39,000.00	49,838.00	53,037.62	(3,199.62)	106.42
FUND BALANCE RESERVE	88,008.00	54,976.00	0.00	54,976.00	0.00
TRANSFERS IN FROM OTHER FUNDS	0.00	6,158.00	6,158.48	(0.48)	100.01
<b>Revenues</b>	<b>1,104,030.00</b>	<b>1,134,226.00</b>	<b>1,094,070.82</b>	<b>40,155.18</b>	<b>96.46</b>
DPW SERVICES	28,895.00	42,025.00	42,282.73	(257.73)	100.61
DESIGN COMMITTEE	446,550.00	446,095.00	411,912.08	34,182.92	92.34
MARKETING COMMITTEE	169,690.00	171,930.00	168,836.29	3,093.71	98.20
PARKING COMMITTEE	164,565.00	168,285.00	168,275.30	9.70	99.99
ORGANIZATIONAL COMMITTEE	85,870.00	87,031.00	86,866.88	164.12	99.81
ECONOMIC DEVELOPMENT COMMITTEE	38,385.00	48,785.00	48,793.87	(8.87)	100.02
DEBT SERVICE	170,075.00	170,075.00	170,075.00	-	100.00
<b>Expenditures</b>	<b>1,104,030.00</b>	<b>1,134,226.00</b>	<b>1,097,042.15</b>	<b>37,183.85</b>	<b>96.72</b>
<b>NET OF REVENUES &amp; EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,971.33)</b>	<b>2,971.33</b>	
<b>FUND BALANCE ANALYSIS</b>					
NON-SPENDABLE - PREPAIDS		5,382.89			
COMMITTED FOR STREET IMPROVEMENTS		117,908.45			
ASSIGNED FOR COMPENSATED ABSENCES		75,806.60			
ASSIGNED FOR SUBSEQUENT YEAR USE OF FUND BALANCE		46,930.00			
UNASSIGNED		218,645.82			
<b>TOTAL FUND BALANCE</b>		<b>464,673.76</b>			

## DDA Project Prioritization

Project Name	Description	Priority	Projected Cost	Status
	<i>Marketing</i>			
Retail and / or Target Market Housing Study	Update the 2014-15 Housing and Retail Market Analysis.	Moderate	\$45,000	No Activity
	<i>Design</i>			
Additional LED Lighting	Implement a phasing plan to replace High Pressure Sodium (HPS) lighting with LED lighting on Cady, East Main, North Wing, and Dunlap Streets.	High	\$25,000	Actively being Addressed - phasing plan provided by DPW.
Banners	Historic banners in the Comerica Community Connection	High	\$30,000	VOLK printing providing quote
Downtown Connections	Connections from Main to Cady Streets from Center, Hutton, Church, and Griswold Streets and stair to west of Los Tres Amigos.	High	\$1,350,000	No Activity
Mary Alexander Court Improvements	2-Way traffic analysis	High	\$25,000	No Activity
Pavilion Repair	Conduct repairs on the downtown pavilion	High	\$25,000	Coordinating with DPW for Plan Including OHM proposal
Truck Replacement	Replace truck used by seasonal workers	High	\$25,000	Actively seeking second truck with assistance from City
Utilities	Upgrade utility distribution and capacity	High	\$250,000	No Activity

Furnishings & Fixtures	Fire pits, bike hoops, lighting enhancements, and new Santa House	Moderate	\$150,000	Fire Pits - Troy Laser to produce once professional design work provided, bike hoop locations being identified, lighting being addressed with Begonia Brothers, Santa House has 1 more year
Parking Lot Landscaping	Improve and correct landscaping within the downtown parking lot	Moderate	\$500,000	No Activity
Streetscape	Installation of streetscape along E. Main Street from Hutton to Griswold	Moderate	\$2,250,000	Proposal for pre-engineering services approved for OHM. Should be completed this summer. DDA has set aside initial funding from TIF revenue and Road Improvement millage.
Historic Marker Program	Design and installation of historic markers at key locations throughout the downtown	Moderate	\$65,000	No Activity
Alley Improvements	Improve alleyways and incorporate gateway features at Orin's, Rebecca's, and Los Tres Amigos	Low	\$75,000	Rebecca's alley upgraded, Orin's Alley under design by alley owner, no activity on alley next to Los Tres Amigos
Banner Poles	Installation of banner poles at entrances to the downtown	Low	\$95,000	No Activity
Electric Charging Station	Continued installation of electric charging portals	Low	\$50,000	Initial 2 phases completed.

Wayfinding and Signage	Implement and install newly designed wayfinding and signage program developed for the downtown and the Northville Downs PUD site (District #3)	Low	\$75,000	Responsibiity of the developer to complete, after Planning Commission review and approval.
<i>Mobility /Nonmotorized</i>				
Mobility Plan	Implement downtown components of the Mobility Plan	Moderate	\$500,000	No DDA activity. City has implemented some of the recommendations.
Non-Motorized Improvements	Coordinate implementation of non-motorized improvements for the downtown consistent with the City's non-motorized plan.	Low	\$50,000	No DDA activity
<i>Northville Downs Redevelopment</i>				
River Park	Provide tax increment revenues for the Northville Brownfield Redevelopment Authority to fund eligible activities associated with the proposed River Park	High	\$2,942,000	First Phase of the Northville Downs Project. Will be completed with BRA captured funds.
<i>Parking and other Projects</i>				
Parking Study	Preparation of a parking utilization study and assess other parking and management strategies for the downtown district	Moderate	\$55,000	RFP for Parking has been prepared. City/DDA is waiting for city attorney and MMRMA to complete review before issuing.

Building and Land Acquisitions Fund	Establish a designated fund which will be used to purchase property (building / land) for redevelopment or incubator projects	Moderate	\$1,500,000	No Activity
Place-Based Project Fund	Establish a designated fund for small place-based projects such as pocket parks, pedestrian plazas, and tactical placement projects	Moderate	\$250,000	DDA has budgeted for a \$50,000 contribution to Ford Field Gateway project for fiscal years 2024-25 and 2025-26.
Expansion and / or Redevelopment of Existing Parking Facilities	General overhaul of the deck to correct outstanding deferred maintenance	Low	\$3,000,000	Items will be addressed in Park Study funded for 2024-25.



STATE OF MICHIGAN  
 JOCELYN BENSON, SECRETARY OF STATE  
 DEPARTMENT OF STATE  
 LANSING

August 30, 2024

Cathy Garrett  
 2 Woodward Avenue  
 Detroit, MI 48226  
*By email*

Dear Clerk Garrett:

It is the Bureau of Elections' understanding that the city of Northville has approved an advisory question for inclusion on the November ballot. The advisory question reads as follows:

Should the City of Northville continue the seasonal closure of the single blocks of Main and Center Streets for a pedestrian only area from May through October? The seasonal closure area is Main Street from Center to Hutton and Center Street from Main to Dunlap.

You have asked the Bureau for its opinion regarding the Wayne County election commission's duty to certify that question for placement on the city of Northville's ballot.

Advisory questions present non-binding statements of policy, "since their passage by an affirmative vote of the electorate would not, per se, have the force of law or require action by the city council." *Southeastern Michigan Fair Budget Coalition v Killeen*, 153 Mich App 370, 378 (1986). In *Killeen*, the court found "nothing in the constitution or statutes of the State of Michigan that specifically prohibits advisory questions[,] but did find "case precedent holding that the city council may not place propositions on the ballot that shift to the electorate the responsibility for making decisions that they themselves are required to make." *Id* at 380. While the court in that case found that the *Legislature* may do anything which it is not prohibited from doing by the people through the federal and state constitutions, a *city* has no such broad authorization. The court found that, arguably, the Home Rule Cities Act, MCL 117.1 *et seq.*, allows cities to provide in their city charters "for advisory elections as a 'means' of carrying out some of the powers given to the city council by statute and city charter." *Id* at 382. However, Northville has not done so. Northville Charter, § 6.7.

Additionally, the Attorney General has expressed the view that a local unit of government is prohibited from presenting an advisory question on the ballot absent express legal authority. "A county board of commissioners may not, without constitutional or statutory authority, schedule an election for the consideration of an advisory question by the electorate." OAG, 1985-1986, No 6411, p 644 (December 19, 1986); *see also* OAG, 1983-1984, No 6143, p 80 (March 24, 1983).

As you know, the Secretary of State must issue the call of the election at least 60 days before the November general election—or September 6, 2024. MCL 168.648. At that point, counties must finalize ballot language for inclusion on the ballot, as well as the placement of candidates. Following this action, the Bureau proofs these ballots to determine that formatting conforms to required standards. MCL 168.711. The Bureau does not evaluate the content or substance of local ballot questions as a part of its review. However, when potential errors or the inclusion of prohibited topics are found, it is the Bureau's practice to make the county clerk aware of those issues as a courtesy. Because we have been made aware of the issue described, I write to inform you of applicable case law and Attorney General opinions regarding this issue.

The decision as to what to approve for ballot placement is made by the County Clerk and the rest of the election commission. The applicable case law and Attorney General opinions prohibit the placement of advisory questions on a ballot.

If you have any questions, please do not hesitate to contact the Bureau of Elections.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Brater', with a stylized flourish at the end.

Jonathan Brater  
Director of Elections





## DDA Communications

**To:** DDA Board of Directors

**From:** Lori M. Ward, Northville DDA Director

**Date:** September 24, 2024

**Subject:** Purchase of Christmas Tree

**Background:** In 2011 the DDA purchased a large Christmas Tree for Town Square. The tree is installed annually in the center of Town Square in time for the Holiday Lighted Parade and tree lighting ceremony. Following last year's use of the tree, it was determined that the tree was in very poor shape and would be officially retired.

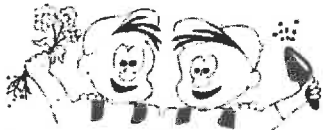
**Analysis:** The DDA has been working with Begonia Brothers for the past 4-5 months trying to locate a replacement tree. Trees of this size are in short supply and difficult to find. Begonia Brothers has identified a tree that will meet the City/DDA's requirements located in Texas. The panel style tree is 20 feet tall and has 11,000+ tips, 12,000 LED C7 warm white lights. The base diameter is just under 12 and has a steel panel stacking frame.

**Budget Impact:** The DDA has budgeted for the purchase of an artificial Christmas Tree for fiscal year 2024-25 in the amount of \$25,000. This amount budgeted includes the purchase and installation of the artificial tree, LED lights and ornaments. Begonia Brothers has provided a proposal for the purchase of the 20' Christmas Tree with lighting for a cost of \$17,712 (Attachment A). This would leave sufficient budgeted funds to contract with Begonia Brothers to assemble, install, and decorate the tree. In addition, off season, the tree will be stored by Begonia Brothers. The Northville City Council approved the purchase of the tree at their September 5<sup>th</sup> Council meeting contingent on approval of the DDA Board.

**Recommendation:** It is recommended that the Northville DDA Board of Directors authorize the purchase of a 20' artificial Christmas Tree with LED lights from Begonia Brothers of Northville for a for \$17,712.

**Recommended Motion:** Move to authorize the purchase, of a 20-foot artificial Christmas tree from Begonia Brothers of Northville in the amount of \$17,712.





# Begonia Brothers Services LLC

21141 Brickscape Drive  
Northville, MI 48167

# Proposal and Contract

Date	Estimate No.
08/27/24	3485174

**Name/Address**

Northville Downtown Dev. Authority  
215 West Main Street  
Northville, MI 48167

**Phone: 888-889-8282**

**Fax: 866-980-9559**

**Email: info@begoniabrothers.com**

Item	Description	Quantity	Cost	Total
Tree	20' Artificial Holiday Tree. Base diameter just under 12' Steel panel stacking frame skeleton body. with retrofit C7 Warm White Bulbs ( 1,596). 14 gauge electrical harness. 56 hook on branches. Price includes shipping of the 15 containers .		17,712.00	17,712.00
Please call us with any questions!			<b>Total</b>	<b>\$17,712.00</b>

Begonia Brothers warrants the above plants to be disease and pest free at the time of delivery. Begonia Brothers' liability is limited to replacement of diseased and pest infested plants or refund of purchase price at Begonia Brothers option. The warranty described in this paragraph shall be in lieu of any other warranty expressed or implied, including but not limited to any implied warranty of merchantability or fitness for a particular purpose. It is the sole responsibility of the purchaser to maintain any plants after installation. Begonia Brothers is not responsible for watering, weeding, fertilizing or replacing any such material unless previously agreed upon in writing. Payment is due Net 30 with a 2% monthly finance charge on past due invoices.

Client Acceptance \_\_\_\_\_ Date \_\_\_\_\_  
Contractor Approval \_\_\_\_\_ Date \_\_\_\_\_



## Future Meetings / Important Dates:

October 1 – 31 – Skeletons are Alive Downtown Installation

October 1, 15, 2024 – Planning Commission Meeting

October 3, 2024 – Marketing Committee

October 3, 10, 17, 24, 31 2024 – Northville Farmers' Market

October 4, 2024 – Skeletons are Alive Launch Party

October 4-6, 11-13, 18-20, 25-27 - Maybury Corn Maze

October 6 - Witches' Ride

October 6 - The Great Fall Festival

October 7, 21, 2024 – City Council Meeting

October 9, 2024 - Executive Committee Meeting

October 10, 2024 – Economic Development Committee meeting

October 17 - Witches' Night Out

October 22 - 2024 – DDA Board Meeting

October 26 - Streets of Treats

October 31 - Halloween and Community Wide Trick-or-Treating