



**Meeting of the DDA Board of Directors
November 26, 2024 - 8:30 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. September 2024 Financial Statement (Attachment 5.a)
 - b. October 2024 Financial Statement (Attachment 5.b)
 - c. September Invoice Report (Attachment 5.c)
 - d. October Invoice Report (Attachment 5.d)
 - e. September 23, 2024 Meeting Minutes (Attachment 5.e)
 - f. September EV Monthly Usage Report (Attachment 5.f)
 - g. October EV Monthly Usage Report (Attachment 5.g)
6. Presentation of Audit - Sandi Wiktorowski, Finance Director (Attachment 6)
7. Main Street Streetscape Solutions (Attachment 7)
 - a. OHM Pre-engineering update – Mike Domine (Attachment 7.a)
 - b. RAP Grant Information - (Attachment 7.b)
 - c. OHM Grant Preparation Contract – (Attachment 7.c)
8. 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
9. DDA Future Meetings / Important Dates (Attachment 9)
10. Board and Staff Communications
11. Adjournment – Next Meeting – December 17, 2024
 - PA 57 Required Information Meeting
 - Presentation by HP for modifications to Northville Downs project

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Attachment 5.a

Balance As of 09/30/2024
 % Fiscal Year Completed: 25.21

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 09/30/2024	Available Balance 09/30/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
PROPERTY TAXES						
248-000-404.000	CURRENT PROPERTY TAXES	887,776.00	879,790.00	794,439.69	85,350.31	90.30
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00
248-000-451.000	DDA OPERATING LEVY	73,915.00	74,074.00	68,063.07	6,010.93	91.89
	PROPERTY TAXES	960,691.00	952,864.00	862,502.76	90,361.24	90.52
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	16,500.00	729.64	15,770.36	4.42
	LICENSES, FEES, & PERMITS	16,680.00	16,680.00	729.64	15,950.36	4.37
STATE REVENUES						
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	30,000.00	45,453.00	0.00	45,453.00	0.00
	STATE REVENUES	30,000.00	45,453.00	0.00	45,453.00	0.00
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	500.00	0.00	500.00	0.00
	SALES & SERVICES	850.00	850.00	110.00	740.00	12.94
INTEREST						
248-000-665.000	INTEREST - INVESTMENT POOL	10,000.00	10,000.00	1,679.21	8,320.79	16.79
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	4,000.00	2,056.08	1,943.92	51.40
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	9,000.00	4,391.18	4,608.82	48.79
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(85.72)	(414.28)	17.14
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(184.62)	(515.38)	26.37
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(90.99)	(459.01)	16.54
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(35.82)	(94.18)	27.55
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	15,160.51	(15,160.51)	100.00
	INTEREST	21,120.00	21,120.00	22,889.83	(1,769.83)	108.38
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						
248-000-677.010	SPONSORSHIPS - CONCERTS	32,800.00	32,800.00	21,500.00	11,300.00	65.55
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	15,000.00	7,350.00	7,650.00	49.00
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	5,000.00	5,000.00	0.00	5,000.00	0.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	2,000.00	2,000.00	0.00	2,000.00	0.00
	GRANTS & OTHER LOCAL SOURCES	54,800.00	54,800.00	28,850.00	25,950.00	52.65
MISCELLANEOUS REVENUES						
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	337.50	5,662.50	5.63
	MISCELLANEOUS REVENUES	6,000.00	6,000.00	337.50	5,662.50	5.63
FUND BALANCE RESERVE						
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	46,930.00	35,069.00	0.00	35,069.00	0.00
	FUND BALANCE RESERVE	46,930.00	35,069.00	0.00	35,069.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 09/30/2024
 % Fiscal Year Completed: 25.21

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 09/30/2024	Available Balance 09/30/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
Total Dept 000		1,137,271.00	1,133,036.00	915,419.73	217,616.27	80.79
Revenues		1,137,271.00	1,133,036.00	915,419.73	217,616.27	80.79
Account Category: Expenditures						
Department: 573 DPW SERVICES						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	833.17	7,366.83	10.16
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	1,705.00	0.00	1,705.00	0.00
248-573-725.000	FRINGE BENEFITS	9,900.00	9,900.00	762.68	9,137.32	7.70
248-573-801.020	AUTOMOTIVE SERVICE	500.00	500.00	6.00	494.00	1.20
248-573-943.000	EQUIPMENT RENTAL - CITY	11,165.00	11,165.00	250.00	10,915.00	2.24
Unclassified		31,470.00	31,470.00	1,851.85	29,618.15	5.88
Total Dept 573 - DPW SERVICES		31,470.00	31,470.00	1,851.85	29,618.15	5.88
Department: 741 DESIGN COMMITTEE						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	23,460.00	5,047.11	18,412.89	21.51
248-741-709.000	WAGES - PART TIME	72,610.00	72,610.00	24,067.27	48,542.73	33.15
248-741-725.000	FRINGE BENEFITS	17,755.00	17,755.00	5,783.53	11,971.47	32.57
248-741-726.000	SUPPLIES	450.00	1,250.00	1,050.99	199.01	84.08
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	4,374.78	50,625.22	7.95
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	226.55	773.45	22.66
248-741-801.000	CONTRACTUAL SERVICES	29,870.00	43,215.00	12,058.81	31,156.19	27.90
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	1,204.00	2,796.00	30.10
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	3,447.30	28,492.70	10.79
248-741-920.020	NATURAL GAS	18,980.00	18,980.00	418.00	18,562.00	2.20
248-741-920.030	WATER & SEWER SERVICE	10,240.00	10,240.00	2,156.78	8,083.22	21.06
248-741-938.120	LANDSCAPE MAINTENANCE	38,060.00	38,060.00	527.00	37,533.00	1.38
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	730.50	244.50	74.92
248-741-976.010	SITE AMENITIES	29,000.00	29,000.00	306.10	28,693.90	1.06
248-741-976.020	PEDESTRIAN PLAN IMPLEMENTATION	75,000.00	75,000.00	0.00	75,000.00	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	477,635.00	63,581.72	414,053.28	13.31
Total Dept 741 - DESIGN COMMITTEE		482,345.00	477,635.00	63,581.72	414,053.28	13.31
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	18,770.00	4,037.71	14,732.29	21.51
248-742-709.000	WAGES - PART TIME	26,490.00	26,490.00	5,858.60	20,631.40	22.12
248-742-725.000	FRINGE BENEFITS	11,195.00	11,195.00	4,049.96	7,145.04	36.18
248-742-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	13,666.72	40,698.28	25.14
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	607.15	672.85	47.43
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	0.00	2,800.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 09/30/2024
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GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 09/30/2024	Available Balance 09/30/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	2,750.00	0.00	2,750.00	0.00
248-742-955.310	CONCERTS	32,800.00	32,800.00	16,000.00	16,800.00	48.78
248-742-955.320	SKELETONS EVENT	13,000.00	13,000.00	3,029.99	9,970.01	23.31
248-742-955.330	HOLIDAY TO REMEMBER EVENT	5,000.00	5,000.00	239.97	4,760.03	4.80
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	2,000.00	0.00	2,000.00	0.00
	Unclassified	170,500.00	170,500.00	47,490.10	123,009.90	27.85
	Total Dept 742 - MARKETING COMMITTEE	170,500.00	170,500.00	47,490.10	123,009.90	27.85
Department: 743 PARKING COMMITTEE						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	9,385.00	2,019.00	7,366.00	21.51
248-743-709.000	WAGES - PART TIME	5,800.00	5,800.00	1,444.66	4,355.34	24.91
248-743-725.000	FRINGE BENEFITS	5,120.00	5,120.00	1,700.34	3,419.66	33.21
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	26,107.50	78,322.50	25.00
	Unclassified	125,035.00	125,035.00	31,271.50	93,763.50	25.01
	Total Dept 743 - PARKING COMMITTEE	125,035.00	125,035.00	31,271.50	93,763.50	25.01
Department: 744 ORGANIZATIONAL COMMITTEE						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	14,075.00	3,028.34	11,046.66	21.52
248-744-709.000	WAGES - PART TIME	7,730.00	7,730.00	2,472.69	5,257.31	31.99
248-744-725.000	FRINGE BENEFITS	7,510.00	7,510.00	2,841.79	4,668.21	37.84
248-744-726.000	SUPPLIES	1,250.00	1,250.00	617.58	632.42	49.41
248-744-730.000	POSTAGE	50.00	50.00	0.00	50.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	0.00	1,302.09	(1,302.09)	100.00
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	448.00	6,052.00	6.89
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	900.00	425.74	474.26	47.30
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	125.55	1,089.45	10.33
248-744-956.000	CONTINGENCIES	3,270.00	3,270.00	0.00	3,270.00	0.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	270.00	830.00	24.55
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	425.00	425.00	50.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	4,450.00	4,925.00	3,693.00	1,232.00	74.98
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,959.17	540.83	78.37
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	119,980.00	119,980.00	33,365.00	86,615.00	27.81
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(60,505.00)	(60,505.00)	(15,126.25)	(45,378.75)	25.00
	Unclassified	110,875.00	111,350.00	35,847.70	75,502.30	32.19
	Total Dept 744 - ORGANIZATIONAL COMMITTEE	110,875.00	111,350.00	35,847.70	75,502.30	32.19
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	28,150.00	6,056.64	22,093.36	21.52
248-745-709.000	WAGES - PART TIME	7,730.00	7,730.00	2,472.71	5,257.29	31.99
248-745-725.000	FRINGE BENEFITS	13,645.00	13,645.00	4,123.11	9,521.89	30.22

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 09/30/2024
 % Fiscal Year Completed: 25.21

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 09/30/2024	Available Balance 09/30/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
	Unclassified	49,625.00	49,625.00	12,652.46	36,972.54	25.50
	Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	49,625.00	49,625.00	12,652.46	36,972.54	25.50
Department: 906 DEBT SERVICE						
Unclassified						
248-906-995.303	O/T TO DEBT SERVICE FUND	167,421.00	167,421.00	0.00	167,421.00	0.00
	Unclassified	167,421.00	167,421.00	0.00	167,421.00	0.00
	Total Dept 906 - DEBT SERVICE	167,421.00	167,421.00	0.00	167,421.00	0.00
	Expenditures	1,137,271.00	1,133,036.00	192,695.33	940,340.67	17.01
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	1,137,271.00	1,133,036.00	915,419.73	217,616.27	
	TOTAL EXPENDITURES	1,137,271.00	1,133,036.00	192,695.33	940,340.67	
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	722,724.40	(722,724.40)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Attachment 5.b

Balance As of 10/31/2024
% Fiscal Year Completed: 33.70

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 10/31/2024	Available Balance 10/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
PROPERTY TAXES						
248-000-404.000	CURRENT PROPERTY TAXES	887,776.00	879,790.00	794,529.69	85,260.31	90.31
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00
248-000-451.000	DDA OPERATING LEVY	73,915.00	74,074.00	68,347.10	5,726.90	92.27
	PROPERTY TAXES	960,691.00	952,864.00	862,876.79	89,987.21	90.56
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	16,500.00	729.64	15,770.36	4.42
	LICENSES, FEES, & PERMITS	16,680.00	16,680.00	729.64	15,950.36	4.37
STATE REVENUES						
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	30,000.00	45,453.00	45,452.90	0.10	100.00
	STATE REVENUES	30,000.00	45,453.00	45,452.90	0.10	100.00
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	500.00	0.00	500.00	0.00
	SALES & SERVICES	850.00	850.00	110.00	740.00	12.94
INTEREST						
248-000-665.000	INTEREST - INVESTMENT POOL	10,000.00	10,000.00	4,533.86	5,466.14	45.34
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	4,000.00	2,738.99	1,261.01	68.47
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	9,000.00	5,891.08	3,108.92	65.46
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(134.14)	(365.86)	26.83
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(184.62)	(515.38)	26.37
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(124.88)	(425.12)	22.71
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(48.30)	(81.70)	37.15
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	10,254.19	(10,254.19)	100.00
	INTEREST	21,120.00	21,120.00	22,926.18	(1,806.18)	108.55
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						
248-000-677.010	SPONSORSHIPS - CONCERTS	32,800.00	32,800.00	21,500.00	11,300.00	65.55
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	15,000.00	14,044.10	955.90	93.63
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	5,000.00	5,000.00	900.00	4,100.00	18.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	2,000.00	2,000.00	0.00	2,000.00	0.00
	GRANTS & OTHER LOCAL SOURCES	54,800.00	54,800.00	36,444.10	18,355.90	66.50
MISCELLANEOUS REVENUES						
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	337.50	5,662.50	5.63
	MISCELLANEOUS REVENUES	6,000.00	6,000.00	337.50	5,662.50	5.63
FUND BALANCE RESERVE						
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	46,930.00	35,069.00	0.00	35,069.00	0.00
	FUND BALANCE RESERVE	46,930.00	35,069.00	0.00	35,069.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 10/31/2024
 % Fiscal Year Completed: 33.70

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 10/31/2024	Available Balance 10/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
Total Dept 000		1,137,271.00	1,133,036.00	968,877.11	164,158.89	85.51
Revenues		1,137,271.00	1,133,036.00	968,877.11	164,158.89	85.51
Account Category: Expenditures						
Department: 573 DPW SERVICES						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	973.46	7,226.54	11.87
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	1,705.00	1,544.88	160.12	90.61
248-573-725.000	FRINGE BENEFITS	9,900.00	9,900.00	2,227.22	7,672.78	22.50
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	11,165.00	697.55	10,467.45	6.25
Unclassified		31,470.00	31,470.00	5,467.71	26,002.29	17.37
Total Dept 573 - DPW SERVICES		31,470.00	31,470.00	5,467.71	26,002.29	17.37
Department: 741 DESIGN COMMITTEE						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	23,460.00	6,729.50	16,730.50	28.68
248-741-709.000	WAGES - PART TIME	72,610.00	72,610.00	28,508.37	44,101.63	39.26
248-741-725.000	FRINGE BENEFITS	17,755.00	17,755.00	7,530.90	10,224.10	42.42
248-741-726.000	SUPPLIES	450.00	1,250.00	1,162.88	87.12	93.03
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	4,308.68	50,691.32	7.83
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	338.73	661.27	33.87
248-741-801.000	CONTRACTUAL SERVICES	29,870.00	43,215.00	18,241.08	24,973.92	42.21
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	1,512.00	2,488.00	37.80
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	5,513.78	26,426.22	17.26
248-741-920.020	NATURAL GAS	18,980.00	18,980.00	719.27	18,260.73	3.79
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	527.00	37,533.00	1.38
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	730.50	244.50	74.92
248-741-976.010	SITE AMENITIES	29,000.00	29,000.00	306.10	28,693.90	1.06
248-741-976.020	PEDESTRIAN PLAN IMPLEMENTATION	75,000.00	75,000.00	0.00	75,000.00	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	477,635.00	82,787.49	394,847.51	17.33
Total Dept 741 - DESIGN COMMITTEE		482,345.00	477,635.00	82,787.49	394,847.51	17.33
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	18,770.00	5,383.61	13,386.39	28.68
248-742-709.000	WAGES - PART TIME	26,490.00	26,490.00	7,747.93	18,742.07	29.25
248-742-725.000	FRINGE BENEFITS	11,195.00	11,195.00	5,487.20	5,707.80	49.01
248-742-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	16,546.72	37,818.28	30.44
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	672.70	607.30	52.55
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	0.00	2,800.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 10/31/2024
 % Fiscal Year Completed: 33.70

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 10/31/2024	Available Balance 10/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	2,750.00	0.00	2,750.00	0.00
248-742-955.310	CONCERTS	32,800.00	32,800.00	22,000.00	10,800.00	67.07
248-742-955.320	SKELETONS EVENT	13,000.00	13,000.00	5,462.99	7,537.01	42.02
248-742-955.330	HOLIDAY TO REMEMBER EVENT	5,000.00	5,000.00	348.93	4,651.07	6.98
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	2,000.00	0.00	2,000.00	0.00
	Unclassified	170,500.00	170,500.00	63,650.08	106,849.92	37.33
	Total Dept 742 - MARKETING COMMITTEE	170,500.00	170,500.00	63,650.08	106,849.92	37.33
Department: 743 PARKING COMMITTEE						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	9,385.00	2,691.99	6,693.01	28.68
248-743-709.000	WAGES - PART TIME	5,800.00	5,800.00	1,841.26	3,958.74	31.75
248-743-725.000	FRINGE BENEFITS	5,120.00	5,120.00	2,260.47	2,859.53	44.15
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	52,215.00	52,215.00	50.00
	Unclassified	125,035.00	125,035.00	59,008.72	66,026.28	47.19
	Total Dept 743 - PARKING COMMITTEE	125,035.00	125,035.00	59,008.72	66,026.28	47.19
Department: 744 ORGANIZATIONAL COMMITTEE						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	14,075.00	4,037.78	10,037.22	28.69
248-744-709.000	WAGES - PART TIME	7,730.00	7,730.00	3,265.90	4,464.10	42.25
248-744-725.000	FRINGE BENEFITS	7,510.00	7,510.00	3,857.53	3,652.47	51.37
248-744-726.000	SUPPLIES	1,250.00	1,250.00	617.58	632.42	49.41
248-744-730.000	POSTAGE	50.00	50.00	0.00	50.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	0.00	1,302.09	(1,302.09)	100.00
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	616.00	5,884.00	9.48
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	900.00	575.74	324.26	63.97
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	150.43	1,064.57	12.38
248-744-956.000	CONTINGENCIES	3,270.00	3,270.00	0.00	3,270.00	0.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	1,020.00	80.00	92.73
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	425.00	425.00	50.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	4,450.00	4,925.00	3,693.00	1,232.00	74.98
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,959.17	540.83	78.37
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	119,980.00	119,980.00	93,355.00	26,625.00	77.81
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(60,505.00)	(60,505.00)	(45,378.75)	(15,126.25)	75.00
	Unclassified	110,875.00	111,350.00	69,496.47	41,853.53	62.41
	Total Dept 744 - ORGANIZATIONAL COMMITTEE	110,875.00	111,350.00	69,496.47	41,853.53	62.41
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	28,150.00	8,075.52	20,074.48	28.69
248-745-709.000	WAGES - PART TIME	7,730.00	7,730.00	3,265.91	4,464.09	42.25
248-745-725.000	FRINGE BENEFITS	13,645.00	13,645.00	5,540.44	8,104.56	40.60

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 10/31/2024
 % Fiscal Year Completed: 33.70

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 10/31/2024	Available Balance 10/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
	Unclassified	49,625.00	49,625.00	16,881.87	32,743.13	34.02
	Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	49,625.00	49,625.00	16,881.87	32,743.13	34.02
Department: 906 DEBT SERVICE						
Unclassified						
248-906-995.303	O/T TO DEBT SERVICE FUND	167,421.00	167,421.00	2,557.50	164,863.50	1.53
	Unclassified	167,421.00	167,421.00	2,557.50	164,863.50	1.53
	Total Dept 906 - DEBT SERVICE	167,421.00	167,421.00	2,557.50	164,863.50	1.53
	Expenditures	1,137,271.00	1,133,036.00	299,849.84	833,186.16	26.46
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	1,137,271.00	1,133,036.00	968,877.11	164,158.89	
	TOTAL EXPENDITURES	1,137,271.00	1,133,036.00	299,849.84	833,186.16	
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	669,027.27	(669,027.27)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 09/01/2024 - 09/30/2024

POSTED AND UNPOSTED

OPEN AND PAID

Attachment 5.c

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 524 MILL RACE VILLAGE MAINTENANCE					
101-524-801.000	CONTRACTUAL SERVICES	KONE, INC.	SEPTEMBER 2024 MAINTENANCE PERIOD	87.60	124087
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE 9/3	447.53	124178
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE 9/9	447.53	124178
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE 9/16	447.53	500672
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE 9/23	447.53	500672
Total Department 524 MILL RACE VILLAGE MAINTENANCE				1,877.72	
Total Fund 101 GENERAL FUND				1,877.72	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 000					
248-000-665.500	INVESTMENT ADVISORY FEES	ROBINSON CAPITAL MANAGEMEN	SEPT MGMT FEES	65.33	500669
Total Department 000				65.33	
Department: 573 DPW SERVICES					
248-573-801.020	AUTOMOTIVE SERVICE	NORTHVILLE CITY CAR WASH L	PD CAR WASHES (DPWX2) MARCH 2024 TH	6.00	124156
Total Department 573 DPW SERVICES				6.00	
Department: 741 DESIGN COMMITTEE					
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERVICES	LANDSCAPING SUPPLIES	291.10	8
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERVICES	6035322532048778	15.97	124194
248-741-775.200	DOWNTOWN MATERIALS	ADORN LLC	FLORAL AROUND DOWNTOWN FRAME	76.50	124180
248-741-775.210	SOCIAL DISTRICT EXPENDITUR	AMAZON CAPITAL SERVICES, I	BAG TOSS & BAGS	221.56	500692
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	SOFTWARE SERVICE SUPPORT / CAMERAS	78.16	124108
248-741-801.000	CONTRACTUAL SERVICES	DUFF UNIVERSAL LIFE SOLUTI	TRASH DUTY	225.00	124181
248-741-801.000	CONTRACTUAL SERVICES	HOME DEPOT CREDIT SERVICES	6035322532048778	34.97	124194
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE / INTERNET	299.00	500852
248-741-801.000	CONTRACTUAL SERVICES	OHM ENGINEERING ADVISORS	MAIN STREET PRELIMINARY STUDY	1,828.50	124162
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA JOHN MARY ALEX PARKING DECK	308.00	124085
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	SKELETON PORTA POTTY	280.00	124159
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC CHARGES 8/15/24 - 9//13/24	188.14	124134
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 8/15/24 - 9//13/24	403.89	124134
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC CHARGES 8/15/24 - 9//13/24	40.12	124134
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELECTRIC CHARGES 8/15/24 - 9//13/24	82.06	124134
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 8/15/24 - 9//13/24	94.03	124134
248-741-920.010	5691568 - 112 N WING - Y	DTE ENERGY	ELECTRIC CHARGES 8/24/24 - 9/23/24	132.21	124152
248-741-920.010	8046563 - 126 N WING - AA	DTE ENERGY	ELECTRIC CHARGES 8/24/24 - 9/23/24	18.83	124152
248-741-976.010	SITE AMENITIES	GRAINGER	STREET LIGHT REPAIRS	206.60	124082
Total Department 741 DESIGN COMMITTEE				4,824.64	
Department: 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	OCTOBER MARKETING	2,000.00	124062
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	EVENT POSTCARDS	332.00	124142
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	SKELETONS AND OCT MARKETING	560.00	124170
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	OCTOBER POSTCARDS	332.00	500621
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	KIOSK SIGNS	315.00	124154
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	CONSTANT CONTACT	65.55	500692
248-742-955.310	CONCERTS	JAG ENTERTAINMENT	SUMMER CONCERTS	8,000.00	124092
248-742-955.320	SKELETONS EVENT	AARONSON MANAGEMENT, INC.	SKELETON SIGNS	425.00	124081
248-742-955.320	SKELETONS EVENT	FACE FLAIR LLC	SKELETON FACE PAINT AND BALLOONS	1,100.00	124183
248-742-955.320	SKELETONS EVENT	AMAZON CAPITAL SERVICES, I	SKELETON UP LIGHTS	239.99	500692

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST 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
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 742 MARKETING COMMITTEE					
248-742-955.320	SKELETONS EVENT	AARONSON MANAGEMENT, INC.	KIOSK SIGNS	385.00	124154
248-742-955.320	SKELETONS EVENT	DETROIT CIRCUS	STILT WALKER AND FIRE PERFORMER	880.00	124175
248-742-955.330	HOLIDAY TO REMEMBER EVENT	AMAZON CAPITAL SERVICES, I	HOLIDAY LIGHTING SKELETONS	239.97	500852
Total Department 742 MARKETING COMMITTEE				14,874.51	
Department: 744 ORGANIZATIONAL COMMITTEE					
248-744-726.000	SUPPLIES	AMAZON CAPITAL SERVICES, I	ETHERNET CABLE - STACY'S OFFICE	8.95	500692
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	COMCAST CORPORATION	DSL SERVICES	275.79	500692
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	COMCAST CORPORATION	DSL	275.79	500852
248-744-853.000	TELEPHONE/COMMUNICATIONS	CLEAR RATE COMMUNICATIONS,	PHONE SERVICE	33.00	500852
248-744-853.000	TELEPHONE/COMMUNICATIONS	CLEAR RATE COMMUNICATIONS,	PHONE & INTERNET	32.97	500594
248-744-900.000	PRINTING & PUBLISHING	MODERN BUSINESS MACHINES I	PD COPIER SEPT	46.76	124173
248-744-960.000	EDUCATION & TRAINING	MICHIGAN DOWNTOWN ASSOCIAT	MDA CONFERENCE NOV 2024	425.00	124139
Total Department 744 ORGANIZATIONAL COMMITTEE				1,098.26	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				20,868.74	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 10/01/2024 - 10/31/2024

POSTED AND UNPOSTED

OPEN AND PAID

Attachment 5.d

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 524 MILL RACE VILLAGE MAINTENANCE					
101-524-801.000	CONTRACTUAL SERVICES	KONE, INC.	OCTOBER 2024 MAINTENANCE PERIOD	87.60	500732
Total Department 524 MILL RACE VILLAGE MAINTENANCE				87.60	
Total Fund 101 GENERAL FUND				87.60	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 573 DPW SERVICES					
248-573-801.020	AUTOMOTIVE SERVICE	ASSOCIATED FIRE PROTECTION ANNUAL SERVICE		18.60	500788
Total Department 573 DPW SERVICES				18.60	
Department: 741 DESIGN COMMITTEE					
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	TONER	111.89	500852
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERVICES	LANDSCAPING SUPPLIES	(291.10)	8
248-741-775.200	DOWNTOWN MATERIALS	GAJE WAREHOUSE	BOWS FOR HOLIDAY LAMPPOSTS	225.00	500739
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	SECURITY CAMERA SYSTEM	78.16	124179
248-741-801.000	CONTRACTUAL SERVICES	TRAFFIC IMPROVEMENT ASS'N	TRASH FOR 3 VISITS, 2 SAT 1 SUN	225.00	500718
248-741-801.000	CONTRACTUAL SERVICES	DUFF UNIVERSAL LIFE SOLUTI	TRASH DUTY	225.00	500674
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION, IN	IRRIGATION LEAK REPAIR	215.00	500722
248-741-801.000	CONTRACTUAL SERVICES	ORCHARD,HILTZ & MCCLIMENT	MAIN ST PRELIMINARY STUDY	2,519.50	500733
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION, IN	WINTERIZING DOWNTOWN	1,000.00	500722
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	UPGRADE TO POWER SUPPLY FOR PRIMARY R	1,754.61	500756
248-741-801.000	CONTRACTUAL SERVICES	LONG MECHANICAL SERVICE, I	BOILER INSPECTION	165.00	500785
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	DOWNTOWN RESTROOMS	308.00	500649
248-741-920.010	ELECTRIC POWER	DTE ENERGY	9100-4051-9951 - AUGUST 2024 STREET L	1,188.96	500634
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC CHARGES 9/14/24 - 10/14/24	230.39	500720
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 9/14/24 - 10/14/24	407.53	500720
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC CHARGES 9/14/24 - 10/14/24	44.10	500720
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELECTRIC CHARGES 9/14/24 - 10/14/24	95.72	500720
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 9/14/24 - 10/14/24	99.78	500720
248-741-920.020	ACCT #100000128007	CONSUMERS ENERGY	ACCT #100000128007 - GAS USAGE 8/29/2	132.13	500630
248-741-920.020	ACCT #100065839753	CONSUMERS ENERGY	ACCT #100065839753 - GAS USAGE 8/29/2	18.12	500631
248-741-920.020	ACCT #1000 0012 8007	CONSUMERS ENERGY	GAS USAGE 9/28 - 10/29/24	133.21	500779
248-741-920.020	ACCT #1000 6583 9753	CONSUMERS ENERGY	GAS USAGE 9/28 - 10/29/24	17.81	500779
Total Department 741 DESIGN COMMITTEE				8,903.81	
Department: 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	GRAPHICS FOR NEWSLETTER AND PRINT	630.00	500659
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARKETING	2,100.00	500620
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	HOLIDAY POSTCARDS	150.00	500711
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	CONSTANT CONTACT	65.55	500852
248-742-955.310	CONCERTS	JAG ENTERTAINMENT	SEPTEMBER CONCERTS	6,000.00	500656
248-742-955.320	SKELETONS EVENT	JAG ENTERTAINMENT	SKELETON CONCERT	1,900.00	500656
248-742-955.320	SKELETONS EVENT	AARONSON MANAGEMENT, INC.	SKELETON SIGNS FOR NEW SPONSORS	33.00	500641
248-742-955.320	SKELETONS EVENT	JOHN ANGEVINE	PUMPKIN CARVER SKELETONS	500.00	500675
248-742-955.330	HOLIDAY TO REMEMBER EVENT	AMAZON CAPITAL SERVICES, I	CANDYCANES FOR SANTA	108.96	500852
Total Department 742 MARKETING COMMITTEE				11,487.51	
Department: 744 ORGANIZATIONAL COMMITTEE					
248-744-802.010	LEGAL SERVICES - GENERAL	GIARMARCO, MULLINS, & HORT	LEGAL FEES - GENERAL SEPT 2024	168.00	500622
248-744-958.000	MEMBERSHIP & DUES	MICHIGAN DOWNTOWN ASSOCIAT	MDA DUES	750.00	124060
Total Department 744 ORGANIZATIONAL COMMITTEE				918.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 10/01/2024 - 10/31/2024

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	21,327.92	



**Downtown Development Authority
Meeting of the DDA Board of Directors
September 24, 2024**

The September 24, 2024 meeting of the DDA Board of Directors was called to order at 8:01 am.

ROLL CALL

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

Absent: David Cole

Also Present: Barbara Moroski Browne / Mayor Pro Tem, Lori Ward / DDA Director, Stacy Pearson / Assistant DDA Director, George Lahanas / City Manager, Tony Chubb / City Attorney, Alan Maciag / Police Chief, Dave Gutman / Sustainability Team, Tim Gilbert / Northville Chamber of Commerce, Deanna Gilbert / Northville Chamber of Commerce, Fred Sheil

AUDIENCE COMMENT None

APPROVAL OF AGENDA AND CONSENT AGENDA

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

INFORMATIONAL MEETING – PA 57

Ward led a presentation of the informational meeting report, sharing that in 2018 the Michigan State Law governing Downtown Development Authorities consolidated all of the various acts into one, PA 57. PA 57 requires the DDA to host two informational meetings a year for financial and project updates and project. Ward noted that all impacted taxing jurisdictions receive an invitation to the informational meeting and received detailed reports. Ward then discussed the financial reports in detail as well as project prioritization; noting that strategic plans were created with Becket and Rader last year. Those strategic plans projected costs per project and included direction from the DDA's Economic Development Committee.

Ward presented a list of updates from the DDA's five standing committees that start the fiscal year beginning July 1, 2024. Current Committee Chairs include Robert Miller - Design Committee, Aaron Cozart - Economic Development Committee, Shawn Riley - Marketing Committee, Chief Al Maciag - Parking Committee, DJ Boyd - Organizational Committee. The chair from each committee then took the floor to discuss additional information to augment Ward's presentation on their individual committee's list

of projects and needs. Miller shared that the next Design Committee meeting would be held on October 9, 2024 to discuss parklets, the beautification of downtown along with a focus on the connection to the Northville Downs Project. Cozart discussed the EDC's development of a downtown pedestrian plan, parklets, project financing, bonding initiatives, and grants to fund projects. Long flagged an issue on project prioritization of the two-way traffic study for Mary Alexander Court, requesting to take the study from high to low priority on the EDC agenda. Miller clarified that the note of "high prioritization" was for the improvements to the back of buildings not only for traffic. No changes were requested to be made to the list of projects. Ward presented on the Parking Committee sharing that consultants Fishbeck Associates is conducting a parking study for the management of parking and financing improvements that are scheduled. Ward added that the police department is testing a new app that will be utilized when the study is done. In addition, a city-wide parking map is being redeveloped, and the parking deck and parking lot repairs are being explored. Ward also shared that new surveillance has been installed with more desired for the next year. Riley shared that the Marketing Committee is moving forward showcasing events within the DDA along with other city organizations via bimonthly event cards, as well as looking to issue an RFP for DDA marking services that would include an update to the walking map, and looking to the future partnerships with the Chamber for music in 2025. Ward presented the Organization Committee update of the quarterly budget, and noted that the end of the budget year was June 30, 2024.

PEDESTRIAN PLAN / EXPANDED RETAIL / DINING

Lahanas gave an update on the advisory ballot noting that council made a decision to not contest the Secretary of State's decision to not include it on the ballot; thus county clerks removed thus it will not be on the ballot for either Wayne or Oakland County.

Ward gave an update on the Let's Open Northville lawsuit, noting that four individuals in senior leadership would be deposed. The lawsuit is proceeding and staff will be deposed on October 18, 2024.

Ward reported that OHM was working on a pre-engineering curbless street study that should be completed at the end of the month. The report will include several design options. cost estimates a schedule and funding options. This will assist the DDA in making a more informed decision on how to move forward.

Ward concluded with an update from the EDC subcommittee, sharing that the EDC has been meeting to determine how to move forward with a plan to enhance the vibrancy of downtown regardless of road. Ward said that the key piece of this discussion was the desire to access outdoor dining from the sidewalks, multiple options were discussed with a final choice to explore the concept of parklets. A subcommittee was formed including Robert Miller, John Carter, Greg Presley, Michelle Aniol, and DDA staff with exploration topics and meetings that included Mike Domine / DPW, Chief Al Maciag and Captain

Dustin Krueger/ NCPD, and Chief Matt Samhat / NCFD. Ward concluded that the next step would be a discussion with restaurants and merchants after full costs were flushed out to gauge their desired involvement. Future and next steps were discussed with the group. Ward shared that the subcommittee would meet prior to the next DDA board meeting and will report updated findings at that time.

PURCHASE OF CHRISTMAS TREE

Ward requested that the DDA Board approve the purchase of an artificial Christmas tree that is included in the DDA's 2024-25 budget. The last tree was purchased in 2011, and Ward noted that working with Begonia Brothers, DDA found a 20-foot pre-lit tree for an actual cost of \$17,712 (budgeted for \$25,000), leaving funds for decorations and install, assembly, and storage.

Motion by Long, **seconded by** Cozart to approve the purchase of the new DDA Christmas tree for a not to exceed amount of \$17,712 **Motion carried** unanimously.

COMMITTEE UPDATES

Completed Earlier in Report

Ward reported that fall foliage was being planted and summer canailles were being pulled and bulbs provided free to the community on a first come first serve basis. Skeletons Are Alive launch event will take place October 4th and over 120 skeletons will be installed for the entire month of October.

DDA FUTURE MEETINGS / IMPORTANT DATES

Ward noted a request to move the DDA meetings from 8:00 am to 8:30 am to accommodate staff in ease of preparation.

Motion by Riley to approve the DDA board meeting change of start time from 8:00 am to 8:30 am. **Motion carried** unanimously.

ADJOURNMENT

Motion by Turnbull **seconded** by McKindles to adjourn the DDA Board meeting. **Motion** carried unanimously.

Meeting adjourned at 8:56am.

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

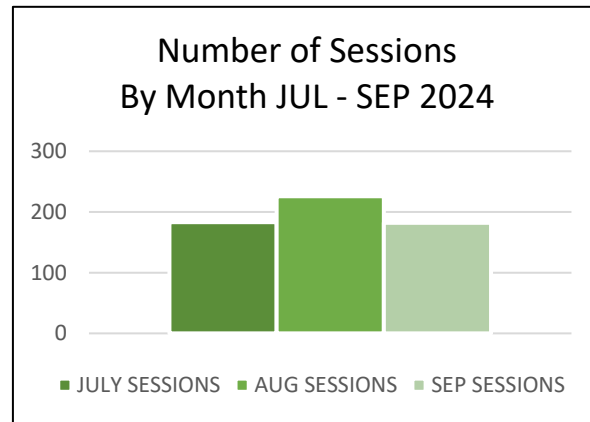
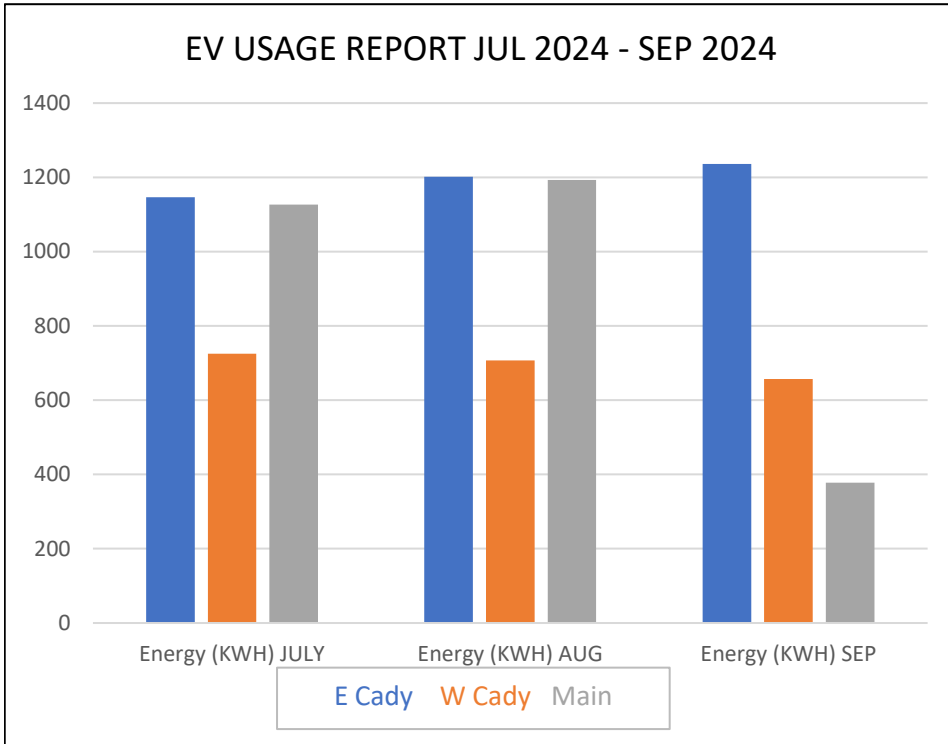
Sep-24

Charger Location	Energy (KWH) JUNE	Energy (KWH) JULY	Energy (KWH) AUG	Energy (KWH) SEP
123 E Cady St	1020.89	1146.64	1201.7	1236.04
123 W Cady St	2983.5	725.25	707.03	657.14
114 W Main St	863.43	1126.82	1192.86	377.69
Totals:	4867.82	2998.71	3101.59	2270.87

Session Totals	JUNE SESSIONS	JULY SESSIONS	AUG SESSIONS	SEP SESSIONS
	173	183	226	182

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	215.9	80	206.01	1627.25
123 W Cady St	224.18	32	109.52	865.13
114 W Main St	158.78	70	187.03	1477.32
Totals:	598.86	182	502.56	3969.7

Annual Users	24-Jun	Jul-24	Aug-24	Sep-24
Sessions to Date	173	356	582	764
DDA Funds Earned	85.53	\$86.20	\$84.44	\$90.35



SEP 2024 DATA

Petroleum Dsplcmt 502.56 GAL
 Green House Gas 3969.70 KG



NORTHVILLE DDA EV USAGE REPORT

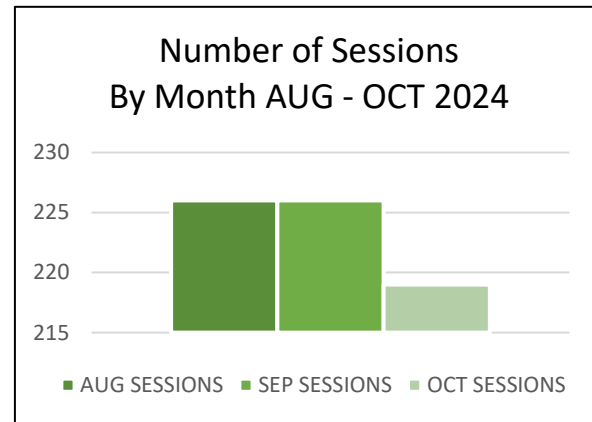
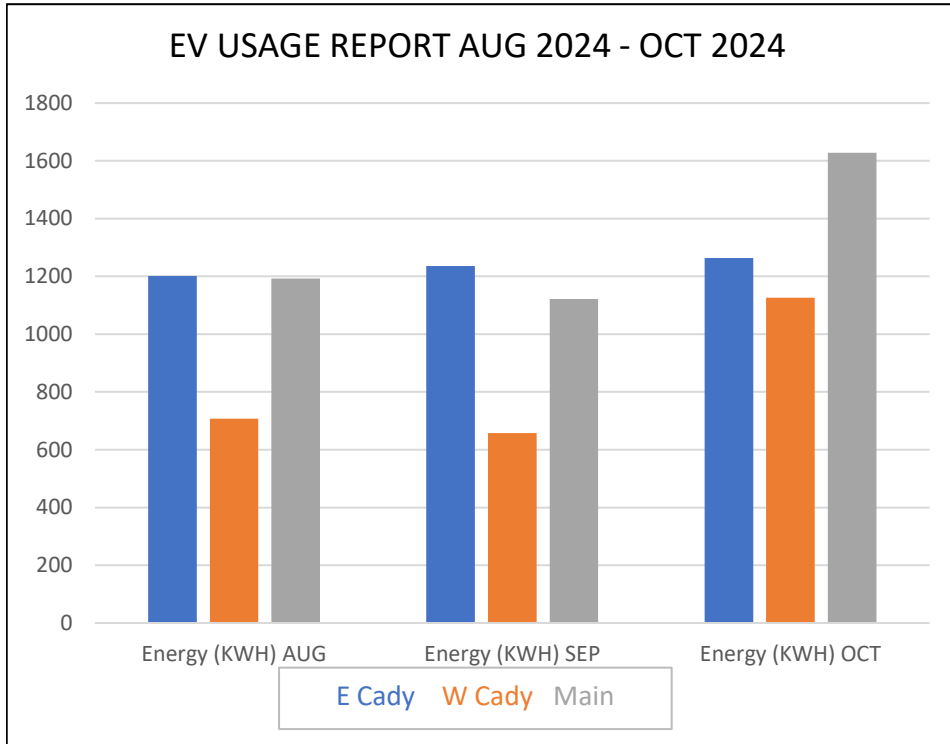
Oct-24

Charger Location	Energy (KWH) JUL	Energy (KWH) AUG	Energy (KWH) SEP	Energy (KWH) OCT
123 E Cady St	1146.64	1201.7	1236.04	1263.58
123 W Cady St	725.25	707.03	657.14	1125.69
114 W Main St	1126.82	1192.86	1122.16	1627.74
Totals:	2998.71	3101.59	3015.34	4017.01

Session Totals	JUL SESSIONS	AUG SESSIONS	SEP SESSIONS	OCT SESSIONS
	183	226	226	219

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	232.35	76	210.6	1663.5
123 W Cady St	192.54	58	187.62	1481.98
114 W Main St	171.59	85	271.29	2142.92
Totals:	596.48	219	669.51	5288.4

Annual Users	2023	Aug-24	Sep-24	Oct-24
Sessions	856	226	182	219
DDA Funds Earned	N/A	\$84.44	\$90.45	\$110.70



OCT 2024 DATA

Petroleum Dsplcmt GAL 669.51
 Green House Gas KG 5288.4

~ City of Northville ~

TO: Downtown Development Authority Board

FM: Sandi Wiktorowski, Finance Director / Treasurer

SJ: DDA Financial Results – Year Ended June 30, 2024

DT: November 19, 2024

Attached are pages from the City's financial report as it pertains to the DDA, which is a component unit of the City. As of June 30, 2024 total fund balance was \$464,674, of which 20% or \$218,646, was unassigned. Overall fund balance decreased \$2,971.

Nonspendable fund balance of \$5,383 represents the amount of prepaid invoices at year end. Committed fund balance of \$117,908 is dedicated for future road improvements. Assigned fund balance is the amount of accumulated leave time for staff and budgeted use of fund balance in FY2025.

Captured taxes for the year total \$819,047 comprise of the following: City of Northville (\$491,437), Wayne County (\$248,439), Schoolcraft Community College (\$72,555), and Huron Clinton Metropolitan Authority (\$6,616).

One final payment remains on the streetscape debt. The final amount of \$167,557 is due on April 1, 2025.

	Amended Budget	Actual
Property Taxes	903,909	904,080
Fee Revenue	11,960	13,973
Sponsorships	49,838	53,038
State Reimbursement - Personal Property	46,075	46,074
Miscellaneous Revenue	6,628	5,992
Insurance Proceeds	4,777	13,677
Net Interest Income	46,960	48,130
Gain on Sale of Assets	2,945	2,946
General Fund Contribution	6,158	6,158
Revenues	1,079,250	1,094,068
Public Works Services	42,025	42,283
Design Committee	446,095	411,909
Marketing Committee	171,930	168,836
Parking Committee	168,285	168,275
Organizational Committee	87,031	86,867
Economic Development Committee	48,785	48,794
Debt Service Commitment	170,075	170,075
Expenditures	1,134,226	1,097,039
Use of Fund Balance	54,976	2,971

CITY OF NORTHVILLE, MICHIGAN

Balance Sheet and Statement of Net Position

Downtown Development Authority

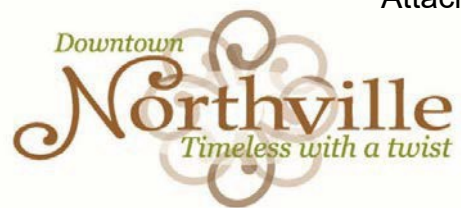
June 30, 2024

	Downtown Development Authority	Adjustments	Statement of Net Position
Assets			
Cash and cash equivalents	\$ 514,082	\$ -	\$ 514,082
Accounts receivable	1,716	-	1,716
Prepaid items	5,383	-	5,383
Total assets	<u>\$ 521,181</u>	<u>-</u>	<u>521,181</u>
Liabilities			
Accounts payable	\$ 25,321	-	25,321
Accrued and other liabilities	13,686	-	13,686
Unearned revenue	17,500	-	17,500
Compensated absences:			
Due within one year	-	74,631	74,631
Due in greater than one year	-	1,176	1,176
Total liabilities	<u>56,507</u>	<u>75,807</u>	<u>132,314</u>
Fund balance			
Nonspendable	5,383	(5,383)	-
Committed	117,908	(117,908)	-
Assigned	122,737	(122,737)	-
Unassigned	218,646	(218,646)	-
Total fund balances	<u>464,674</u>	<u>(464,674)</u>	<u>-</u>
Total liabilities and fund balances	<u>\$ 521,181</u>		
Net position			
Unrestricted		<u>\$ 388,867</u>	<u>\$ 388,867</u>

CITY OF NORTHVILLE, MICHIGAN

Statement of Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities Downtown Development Authority For the Year Ended June 30, 2024

	Downtown Development Authority	Adjustments	Statement of Activities
Revenues			
Property taxes	\$ 904,080	\$ -	\$ 904,080
Unrestricted investment income	48,130	-	48,130
Gain on sale of capital assets	2,946	-	2,946
Miscellaneous	138,912	-	138,912
Total revenues	<u>1,094,068</u>	<u>-</u>	<u>1,094,068</u>
Expenditures/expenses			
Community development	<u>1,097,039</u>	<u>16,615</u>	<u>1,113,654</u>
Change in fund balance / net position	(2,971)	(16,615)	(19,586)
Fund balance / net position, beginning of year	<u>467,645</u>	<u>(59,192)</u>	<u>408,453</u>
Fund balance / net position, end of year	<u>\$ 464,674</u>	<u>\$ (75,807)</u>	<u>\$ 388,867</u>



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: Streetscape Improvement Plan

Date: November 26,2024

At the City Council's April 3, 2023 meeting, Council voted to decertify a section of both E. Main and N. Center Streets of major roads from the City's public roadway system resulting in seasonal street closures from late April to early November each year. Intermittent closures from early November to late April are allowed for special events.

Since the April 2023 Council action, the DDA's Economic Development Committee (EDC) has been meeting regularly to discuss ways to improve and activate the two seasonally closed streets. Main Street between Hutton and Center Streets is in poor condition and is in need of significant repair or reconstruction. In addition, the EDC has explored improvements to E. Main Street between Hutton and Griswold Streets - the roadways, adjacent sidewalks, landscaping and site furnishings. This stretch of Main Street was enhanced during the MainStreet '78 project and has received road improvement, but very little additional improvements over the years.

The City and the DDA partnered earlier in 2024 to hire OHM to undertake a preliminary engineering review to provide survey information, determine the feasibility of construction a curbless street, provide estimates, and recommend funding strategies for a future project. While OHM was preparing the preliminary engineering study, the EDC continued to meet and discuss options that would allow the business owners to expand their outdoor footprint regardless whether the road was open or closed, had traditional or curbless streets, or was being repaired or rebuilt.

The OHM study is now complete and a presentation by OHM was made to the EDC on November 14th. Information is provided in your Board packet addressing the different scenarios that were explored. DPW Director Mike Domine will present the options to the Board on Tuesday morning. The OHM memo, Attachment 7.a, provides the background on several options that were explored. Consistent with each scenario is the reconstruction of E. Main Street between Hutton and Griswold Streets. Preliminary estimates for the reconstruction are \$1.2 million. This is based on very early design. More accurate and detailed estimates will be developed as decisions are made on how to move forward.

Three options were explored for the reconstruction/rehabilitation of Main Street between Center and Hutton Streets. These include:

- Rehabilitation of E. Main Street including brick replacement, asphalt overlay and curb and sidewalk repairs. This option is basically a repair of existing conditions and has a life span of roughly 7 years. The estimate for this option is \$550,000.
- Curbless street with asphalt roadway - some limited brick and cobblestone similar to the limits that are already there. Estimated life span is 15-25 years. Estimate of costs is \$1.9 million.
- Curbless street with decorative brick and cobblestone from Center to Hutton Street. Estimated life span is 15 - 25 years. Estimate of costs is \$2.5 million.

While the road rehabilitation option is much less expensive to undertake, the road reconstruction will last considerably longer, potentially save money in the long run. All options will be designed and engineered to meet ADA requirements.

One of the most important issues remains how to fund the improvements. The DDA currently has a fund balance of \$220,000 or approximately 20% of the DDA's annual revenue. The DDA also has identified approximately \$118,000 that is required to be used for road repairs only. DDA staff met with DPW and City Engineers to review the scope of the project. In April, the DDA makes its last bond payment for the prior streetscape project. The funds that will be freed up for use on future projects

Two grants have been identified that are a good fit for project funding. They are included as age 6 of the OHM report. The grants are MEDC RAP grant and the Transportation Alternative Program (TAP). RAP grants. Both grants offering funding up to \$1 million dollars with a 50/50 local match. The RAP grant application window opened up earlier this year with the deadline for submissions on January 30, 2025. The TAP grant, runs through the Department of Transportation and the state's six metropolitan planning organizations. TAP applications are accepted on a rolling basis.

At the November 14th EDC meeting, OHM provided information on each of the potential grant programs and recommended that the City/DDA apply for the RAP grant to fund the Streetscape Improvements. The Place Based Infrastructure program is one of three programs providing funding and focuses on traditional downtown, social-zones, outdoor dining, placed-based public spaces. DDA staff was requested a scope of work from OHM to assist the City/DDA in the preparation of the RAP program. The scope of work is for a not to exceed amount of \$2,500 and is Attachment 7.c in the Board packet.

Once the DDA learns if they have received grant funds for the streetscape improvement project, an RFP for design and engineering services will be issued and the DDA and consultants will begin the process of obtaining input with the downtown merchants, property owners and Northville residents on the scope, design, scheduling and funding of the project.

The EDC members discussed the merits of the various streetscape improvement projects and the need to identify funding to move forward on the projects. After discussion by the EDC members a motion was made by **Boyd** that stated “Whereas our city benefits from pedestrian friendly environments through thoughtful placemaking; whereas Main Street needs significant repairs; and whereas grants have been identified that support significant placemaking streetscape improvements. Now, therefore, the EDC recommends to DDA Board that OHM be authorized to pursue grant opportunities on behalf of the DDA as outlined in the attached scope of work for a not to exceed amount of \$2,500. **Riley** seconded the motion. The motion was approved unanimously.



memorandum

Date: October 24, 2024

To: Mike Domine, Northville | Lori Ward, Northville

cc: Claire Martin, OHM | George Tsakoff, OHM

From: Alex Blehm, PE, OHM

Re: Main Street Streetscape Improvements – Preliminary Engineering Review

OHM has completed its preliminary engineering review of potential Main St streetscape improvements from Center St to Griswold St. There are two different improvements desired. For the west block, Center St to Hutton St, the intent of the project is to remove the barrier style curb and replace it with a flatter valley style curb creating a “curbless” street that is flexible in its use. This block of Main St is frequently closed to traffic (seasonally and for special events), and the curbless street would allow for the extension of the existing Northville Town Square Plaza space into the roadway. For the east block, Hutton St to Griswold St, the road improvement would consist of a conventional road reconstruction and enhancements within the existing sidewalk area to be consistent with the other downtown streetscape blocks. This memo summarizes the work completed by OHM and the critical findings.

The engineering review was conducted using principles and guidelines from the American Association of State Highway Transportation Officials (AASHTO), the Federal Highway Administration (FHWA), the Michigan Department of Transportation (MDOT), and the U.S. Access Board Public Right-of-Way Accessibility Guidelines (PROWAG).

OHM obtained a topographic survey for the full right-of-way (ROW) with cross sections every 25 ft and finished floor elevations at all building entrances. A structure inventory of all utility structures was performed within the area. Utility information was collected by contacting Miss Dig Utility Notification Center and reviewing the City’s GIS information and available record plans. Field verification beyond the initial inventory was not performed.

In addition to this memo, engineered plan view drawings, representative cross sections, and cost estimates for each block were prepared.

Main Street – Center Street to Hutton Street

Geometrics

For Center St to Hutton St, it is proposed to narrow the vehicle lanes to from 12 feet to 11 feet wide with a proposed 2-foot valley gutter and an 8-foot parking lane on each side. This provides 12 feet of pedestrian space on each side of the road. The preliminary plans show the road as narrowed to have 9.5-foot vehicle lanes as it reaches the center of the block and the plaza area. This is proposed to slow vehicle traffic and reinforce that this is a space that would prioritize a high number of pedestrians. Additionally, the loading and drop off zone in front of the Marquis Theatre and Great Harvest is proposed to be removed to provide more sidewalk space for pedestrians and restaurant seating.

There are no other major geometric changes proposed. No parking was removed, but a priority of uses or aesthetics could be evaluated to determine if more pedestrian space or landscaping would be better suited.

Limits and Transition

It is proposed that the sidewalk be sawcut 27 feet from the center of the ROW on both sides of the road. This will maintain a minimum of 6 feet of existing sidewalk that can be used to maintain pedestrian traffic to businesses during construction. Much of the sidewalk is in good condition and preserving a portion of the walk would reduce costs to the project. It is proposed that decorative, contrasting pavements butt up against the sawcut sidewalk to provide an aesthetic transition from new to old.

At Center St, it is proposed that work would begin just east of the existing catch basins on the east approach. This maintains the existing drainage scheme, crosswalks, and bollards, while avoiding the cost to extend work limits into the intersection. The road would ramp up at this point to meet the curbless elevation.

At Hutton St, it is proposed to reconstruct the entire intersection. The existing bollards would remain in place and be worked around. This can be accomplished by maintaining a patch of pavement around the bollards or by using a mini mill to remove the pavement. The road would ramp up between the curb ramps and the bollards. This allows the pedestrian crossing to remain at the curbless elevation. The north approach of Hutton St would be replaced to just south of the pair of catch basins, maintaining the existing drainage patterns. The limits of the south approach of Hutton St would be just north of the Hutton St perpendicular parking area.

Vertical Road Analysis

The road has a high point just east of Center St and all slopes are adequate for drainage. The road will ramp up at each intersection at approximately 5% (6 inches over 10 feet) to meet the curbless elevation. Beyond this, there are no proposed profile changes from existing.

Road Drainage

The existing road meets requirements for minimum slopes to convey drainage. The curbless block from Center St to Hutton St may require the need to modify road cross slopes to better match sidewalk elevations. In doing so, the longitudinal slope of the gutter will need to be evaluated to ensure minimum slopes are maintained. This will likely

be more of a concern in the half-block between Center St and the plaza where existing slopes are generally flatter than closer to Hutton St.

Between Center St and Hutton St, the existing catch basins are adequate for collecting drainage in the existing road condition. The City has indicated that there is some concern by business owners regarding the impact of stormwater conveyance just west of Hutton St if a curbless street is implemented. No issues in the existing condition with full height curbs have been documented. To address the concern with the curbless cross section, there are two methodologies that can be introduced. The first is that additional catch basins can be installed to more quickly collect the water into the sewer system. Spread calculations should be performed during future design efforts to identify the width of the water spread during higher intensity rain events. This will identify where and how many additional catch basins are needed. The second approach is to install rain gardens that collect stormwater runoff at various points, reducing the amount of runoff needed to traverse paved surfaces for extended distances. The area just west of Hutton St is well suited for this. Potential rain garden areas are shown on the preliminary plan attached to this report. Further discussions regarding the use of rain gardens would take place during future design phases. Maintenance and aesthetics may be a concern with implementing rain gardens in the streetscape area.

Americans with Disabilities Act (ADA) Compliance

A curbless road needs to serve its function as a festival street by allowing the free flow of pedestrians across the entire width of the right-of-way, but it also needs to safely move vehicles and pedestrians when its open to traffic. With the traditional full height curb gone, this requires special attention at the transition areas between the vehicle space and the pedestrian space.

PROWAG does not have firm requirements when it comes to how to handle curbless roads, but there are guiding principles that are common between PROWAG, FHWA, and AASHTO on how to best serve users with low vision. The two primary elements are to provide textural and a color contrast between the pedestrian space and the vehicle space. This can be done with surface-mounted tactile plates (commonly known as detectable warnings) running the length of the curbless road, or it can be done with textured pavers such as cobblestones. There are many products that meet this condition. In addition to the contrast in the paved surface, it is best practice to break up the transition space with vertical elements such as street trees, landscaping beds, bollards, streetlights, litter receptacles, or other utilities or amenities. These practices are not only to the benefit of those with low vision, but also provide intuitive boundaries for all users while still allowing the free movement of people when the street is closed to vehicles.

Pavement Section

The existing road pavement is approximately 9 inches of asphalt. It is recommended that the existing pavement is overlaid with 6 to 7 inches of asphalt to bring the elevations of the road up to sidewalk elevation. The parking lanes are proposed to be reconstructed to allow for the removal of the curb and installation of the valley gutter. Concrete is proposed to provide a material difference for aesthetics and better delineation of uses, but other materials can be selected depending on preference. Sidewalks are recommended to be constructed with a minimum of 6 inches of concrete with aggregate base because they will inevitably be exposed to heavier loads with the curbs removed, namely delivery vehicles, food trucks, or similar.

The brick pavement at the center of the block is a hallmark of Northville’s downtown and was installed with the 2010 Northville Town Square project. With the change in elevation for the curbless cross section, the bricks would need to be removed and replaced. These bricks sit on a concrete base with an asphalt leveling course. Salvaging the bricks is an option, but not recommended. It is tedious, expensive work and many of the bricks would be wasted from the removal operations, either by chips and cracks or by the asphalt leveling course sticking to the bottom of the bricks preventing them from being reset. Many of the bricks would need to be replaced and without a stockpiled source, matching the existing color can be difficult. It is recommended that the bricks be entirely replaced with a new concrete base. This also provides an opportunity to modernize the aesthetics with an updated design. It is recommended that updating conceptual plans for aesthetic purposes be incorporated into the scope of work of future phases of design.

Engineer’s Opinion of Probable Construction Cost

The cost to construct the evaluated curbless design is estimated to be \$1.9 million. This does not include the Hutton intersection. Assumptions were made that have the potential to change costs during a future design phase. These include estimated drainage needs, pavement material choices for aesthetics, landscaping plant material, and full replacement of streetscaping features such as tree grates, benches and bike racks.

A hydronic snow melt system was estimated at \$40 per square foot for a total of \$229,200 to install the piping underneath the brick areas that extend into the road and the north sidewalk. This assumes the current controller and mechanical systems can accommodate the increased area. During a future design phase, a certified manufacturer of these systems should be contacted for feasibility and an accurate quote of work.

A second construction cost estimate was prepared for an option to fully remove the asphalt pavement in the curbless section and replace with bricks. All other elements the same. This was estimated to be \$2.5 million.

Main Street – Hutton Street to Griswold Street

Geometrics

For Hutton St to Griswold St, it is proposed to maintain the existing cross section of 12-foot vehicle lanes, 8-foot parking aisles with 2-foot curb and gutter, and 5-foot sidewalks with a 6-foot of amenity zone for landscaping or street furniture. The only geometric change proposed is to remove the bump out in front of 355 E Main St at the request of the City.

Limits and Transition

The pavement including sidewalks, driveways, and curb within the public ROW is proposed to be removed and replaced. It is not intended to replace driveways or Church St beyond the ROW line. At Griswold St, the sidewalk ramps on the west side of the intersection are proposed to be replaced at the request of the City. It should be noted that the Griswold intersection is under the jurisdiction of Wayne County and all work within their ROW requires a permit through Wayne County’s Department of Public Services (DPS). The road work is proposed to end at the west approach, enough to create a perpendicular end of work joint with the sidewalk ramp replacement. Sidewalk

and streetscape work in the northwest quadrant of Griswold is proposed to be extended north to the nearest driveway to provide a clean transition.

Vertical Road Analysis

The road slopes downward to the east from Hutton St through Griswold St. The slope nears 5.5% at its steepest. AASHTO recommends keeping slopes below 6% where possible and below 3% at intersections. PROWAG goes further to require crosswalk slopes within an intersection to be at a 2.1% maximum grade. To meet PROWAG, slight modifications to the Hutton intersection would be required and significant changes to the Griswold intersection would be required. Griswold is under the jurisdiction of Wayne County and therefore it would be their responsibility to comply with PROWAG. Any modification by the City would need to be coordinated and permitted with the County. A feasibility review of this intersection to meet PROWAG is recommended to be detailed further during future phases of design.

Road Drainage

The road meets requirements for minimum slopes to convey drainage, but there are no existing catch basins to collect the drainage between Hutton St and Griswold St. AASHTO recommends providing drainage structures approximately every 300 feet. There are no major issues noted by the City on the existing road due to the lack of drainage structures. There is no recorded storm sewer system within this block of Main Street making the installation of new drainage structures costly. It is recommended that a new storm sewer system is installed to collect stormwater runoff consistent with AASHTO standards, but the City may also consider the cost impact during a future design stage.

Pavement Section

This section of Main Street is proposed to be reconstructed with 7 inches of asphalt and 9 inches of aggregate base. This was calculated using the AASHTO method of pavement design and could be refined further during a future design phase and input from a geotechnical engineer.

Engineer's Opinion of Probable Construction Cost

The cost to construct the proposed work from Hutton St to Griswold St is estimated to be \$1.2 million. This includes the Hutton intersection. Assumptions were made that have the potential to change costs during a future design phase. These include pavement material choices for aesthetics, landscaping plant material, and full replacement of streetscaping features such as tree grates, benches and bike racks.

The cost to construct the catch basins and storm sewer per AASHTO standards was not included in the base cost estimate. It is estimated to be another \$200,000 to install the sewer system necessary to meet these standards.

Potential Funding Sources

With the large expense of the project, it is expected that the City may need additional sources of funds to implement this project. Potential funding sources in addition to local funds for the project include The Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking (RAP) Program, as well as the Transportation Alternatives Program (TAP).

MEDC RAP Program

The RAP program aims to provide funding for “place-based infrastructure development, real estate rehabilitation and development, and public space improvements”. It is anticipated that the Northville DDA would be an eligible applicant as they are an entity working to develop “permanent place-based infrastructure associated with traditional downtowns, social-zones, out door dining, and place-based public spaces”. The RAP Program utilized federal ARPA funds for its first round in 2022, and state funds for its second round in 2023. The third round is also anticipated to use state funds. RAP 3.0 applications are anticipated to be open from November 2024 to January 2025, with awards for public space place-based infrastructure projects from \$500,000 to \$1 million. It is anticipated that \$18.4 million will be available for Northville’s region, “Region 10”. A 50% local match would be required. Grants would be available for use in 2025, and funds are disbursed on a reimbursement basis.

It is likely that the curbless portion of the project would be considered more competitive for the funding, although the traditional streetscape portion could be eligible.

Transportation Alternatives Program (TAP)

The Transportation Alternatives Program (TAP) is run through the Michigan Department of Transportation (MDOT), as well as the state’s six metropolitan planning organizations (MPO). Northville’s MPO is the Southeastern Michigan Council of Governments (SEMCOG). TAP funds are federal funds granted from the Federal Highway Authority (FHWA). TAP applications are accepted on a rolling basis, with decisions made quarterly. Grant awards typically range from the low six figures to in excess of \$1 million. A local match of 20% of construction cost is required, but it is recommended this is increased if funds are sought through MDOT.

Award decisions are generally made within 6 months of application submittal, but may take longer if MDOT or SEMCOG require additional information after submittal. Awards are granted for future years (currently SEMCOG is accepting for FY2026 and later), and due to the federal funding requirements projects generally take over a year to implement.

Addressing pedestrian safety deficiencies in traditional/historic downtowns is considered a competitive TAP project, while traditional road reconstruction is not. It is likely that the curbless street section from Center St to Hutton St would be considered competitive, while the Hutton St to Griswold St streetscape improvements would not be considered competitive. However, MDOT and SEMCOG recommend discussions with grant coordinators before putting together an application.



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.

34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: Main Street Reconstruction
 LOCATION: Main St - Center to Griswold
 WORK: Curbless between Center St and Hutton St
 with Brick Roadway

DATE: October 24, 2024
 PROJECT #: 0152-24-0080
 ESTIMATOR: KAH
 CHECKED BY: AMB
 CURRENT ENR: AMB

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
CATEGORY 2 - Center St to Hutton St with Brick Roadway					
1100001	Mobilization, Max	LSUM	0.6	\$237,200.00	\$ 142,320.00
2030011	Dr Structure, Rem	Ea	4	\$ 500.00	\$ 2,000.00
2040020	Curb and Gutter, Rem	Ft	1234	\$ 50.00	\$ 61,700.00
2040021	Curb, Rem	Ft	188	\$ 46.00	\$ 8,648.00
2040050	Pavt, Rem	Syd	454	\$ 15.00	\$ 6,810.00
2040055	Sidewalk, Rem	Syd	913	\$ 12.00	\$ 10,956.00
2050016	Excavation, Earth	Cyd	280	\$ 25.00	\$ 7,000.00
2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	22	\$ 110.00	\$ 2,420.00
2090001	Project Cleanup	LSUM	0.6	\$ 6,500.00	\$ 3,900.00
3020001	Aggregate Base	Ton	872	\$ 60.00	\$ 52,320.00
3020050	Aggregate Base, Conditioning	Syd	1328	\$ 10.00	\$ 13,280.00
4020033	Sewer, Cl A, 12 inch, Tr Det B	Ft	270	\$ 69.00	\$ 18,630.00
4030005	Dr Structure Cover, Adj, Case 1	Ea	12	\$ 750.00	\$ 9,000.00
4030050	Dr Structure Cover, Type K	Ea	10	\$ 800.00	\$ 8,000.00
4030200	Dr Structure, 24 inch dia	Ea	6	\$ 2,400.00	\$ 14,400.00
4030210	Dr Structure, 48 inch dia	Ea	4	\$ 5,000.00	\$ 20,000.00
4030280	Dr Structure, Adj, Add Depth	Ft	10	\$ 250.00	\$ 2,500.00
4030312	Dr Structure, Tap, 12 inch	Ea	8	\$ 650.00	\$ 5,200.00
4037050	Overflow Inlet	Ea	2	\$ 1,800.00	\$ 3,600.00
4040063	Underdrain, Subbase, 6 inch	Ft	1200	\$ 15.00	\$ 18,000.00
4040093	Underdrain Outlet, 6 inch	Ft	80	\$ 22.00	\$ 1,760.00
5010001	Pavt, Cleaning	LSUM	0.6	\$ 6,500.00	\$ 3,900.00
5010005	HMA Surface, Rem	Syd	1319	\$ 8.00	\$ 10,552.00
6020019	Conc Base Cse, Nonreinf, 8 inch	Syd	1760	\$ 60.00	\$ 105,600.00
6027011	Conc Base Cse, Nonreinf, 4 inch	Syd	881	\$ 30.00	\$ 26,430.00
8020038	Curb and Gutter, Conc, Det F4	Ft	79	\$ 40.00	\$ 3,160.00
8020060	Valley Gutter, Conc	Ft	994	\$ 40.00	\$ 39,760.00
8027001	Curb and Gutter, Conc, Det F2, Decorative	Ft	150	\$ 40.00	\$ 6,000.00
8030010	Detectable Warning Surface	Ft	52	\$ 65.00	\$ 3,380.00
8030030	Curb Ramp Opening, Conc	Ft	74	\$ 40.00	\$ 2,960.00
8030050	Sidewalk, Clay Brick Pavers	Sft	2410	\$ 30.00	\$ 72,300.00
8030051	Sidewalk, Clay Brick Pavers, Rem	Sft	2700	\$ 3.00	\$ 8,100.00
8032002	Curb Ramp, Conc, 6 inch	Sft	315	\$ 8.50	\$ 2,677.50
8037010	Decorative Concrete Sidewalk, 6 inch	Sft	2580	\$ 15.00	\$ 38,700.00
8037010	Hydronic Snow Melt System	Sft	5730	\$ 40.00	\$ 229,200.00
8037010	Roadway, Brick Pavers	Sft	15840	\$ 35.00	\$ 554,400.00
8037010	Sidewalk, Cobblestone	Sft	5515	\$ 30.00	\$ 165,450.00
8107051	Pavement Markings and Signing	LSUM	0.6	\$ 25,000.00	\$ 15,000.00
8127051	Maintenance of Traffic	LSUM	0.6	\$215,700.00	\$ 129,420.00
8150002	Watering and Cultivating, First Season, Min	LSUM	0.4	\$ 3,500.00	\$ 1,400.00
8150003	Watering and Cultivating, 2nd Season, Min	LSUM	0.4	\$ 4,000.00	\$ 1,600.00



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.

34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: Main Street Reconstruction
 LOCATION: Main St - Center to Griswold
 WORK: Curbless between Center St and Hutton St
with Brick Roadway

DATE: October 24, 2024
 PROJECT #: 0152-24-0080
 ESTIMATOR: KAH
 CHECKED BY: AMB
 CURRENT ENR: AMB

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
8157001	Rain Garden Fencing	Ft	114	\$ 115.00	\$ 13,110.00
8157010	Landscape Plantings	Sft	1220	\$ 8.00	\$ 9,760.00
8157010	Rain Garden Plantings	Sft	200	\$ 6.00	\$ 1,200.00
8157021	Planting Soil Mix	Cyd	91	\$ 90.00	\$ 8,190.00
8157021	Rain Garden Soil Mix	Cyd	15	\$ 100.00	\$ 1,500.00
8157050	Benches	Ea	6	\$ 3,000.00	\$ 18,000.00
8157050	Bike Racks	Ea	4	\$ 1,200.00	\$ 4,800.00
8157050	Bollards	Ea	60	\$ 1,000.00	\$ 60,000.00
8157050	Litter Receptacles	Ea	10	\$ 2,000.00	\$ 20,000.00
8157050	Raised Planter	Ea	8	\$ 4,500.00	\$ 36,000.00
8157050	Tree Grate	Ea	2	\$ 3,500.00	\$ 7,000.00
8167010	Irrigation	Sft	2000	\$ 5.00	\$ 10,000.00
8167011	Turf Establishment	Syd	100	\$ 17.00	\$ 1,700.00
8167021	Shredded Hardwood Mulch	Cyd	14	\$ 160.00	\$ 2,240.00
8187051	Electrical Receptacles and Conduit	LSUM	1	\$ 25,000.00	\$ 25,000.00
8230095	Hydrant, Relocate, Case 1	Ea	2	\$ 850.00	\$ 1,700.00
8230421	Water Shutoff, Adj, Case 1	Ea	5	\$ 600.00	\$ 3,000.00
8230431	Gate Box, Adj, Case 1	Ea	15	\$ 600.00	\$ 9,000.00
SUBTOTAL FOR CATEGORY 2 - Center St to Hutton St with Brick Roadway					\$ 2,064,633.50
CONTINGENCY (20%)					\$ 412,926.70
TOTAL OPINION OF PROBABLE CONSTRUCTION COST =					\$ 2,477,560.20



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.

34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: Main Street Reconstruction
 LOCATION: Main St - Center to Griswold
 WORK: Curbless between Center St and Hutton St
 with Asphalt Roadway

DATE: October 24, 2024
 PROJECT #: 0152-24-0080
 ESTIMATOR: KAH
 CHECKED BY: AMB
 CURRENT ENR: AMB

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
CATEGORY 1 - Center St to Hutton St					
1100001	Mobilization, Max	LSUM	0.6	\$237,200.00	\$ 142,320.00
2030011	Dr Structure, Rem	Ea	4	\$ 500.00	\$ 2,000.00
2040020	Curb and Gutter, Rem	Ft	1234	\$ 50.00	\$ 61,700.00
2040021	Curb, Rem	Ft	188	\$ 46.00	\$ 8,648.00
2040050	Pavt, Rem	Syd	454	\$ 15.00	\$ 6,810.00
2040055	Sidewalk, Rem	Syd	913	\$ 12.00	\$ 10,956.00
2050016	Excavation, Earth	Cyd	119	\$ 25.00	\$ 2,975.00
2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	22	\$ 110.00	\$ 2,420.00
2090001	Project Cleanup	LSUM	0.6	\$ 6,500.00	\$ 3,900.00
3020001	Aggregate Base	Ton	365	\$ 60.00	\$ 21,900.00
3020050	Aggregate Base, Conditioning	Syd	1671	\$ 10.00	\$ 16,710.00
4020033	Sewer, Cl A, 12 inch, Tr Det B	Ft	270	\$ 69.00	\$ 18,630.00
4030005	Dr Structure Cover, Adj, Case 1	Ea	12	\$ 750.00	\$ 9,000.00
4030050	Dr Structure Cover, Type K	Ea	10	\$ 800.00	\$ 8,000.00
4030200	Dr Structure, 24 inch dia	Ea	6	\$ 2,400.00	\$ 14,400.00
4030210	Dr Structure, 48 inch dia	Ea	4	\$ 5,000.00	\$ 20,000.00
4030280	Dr Structure, Adj, Add Depth	Ft	10	\$ 250.00	\$ 2,500.00
4030312	Dr Structure, Tap, 12 inch	Ea	8	\$ 650.00	\$ 5,200.00
4037050	Overflow Inlet	Ea	2	\$ 1,800.00	\$ 3,600.00
4040063	Underdrain, Subbase, 6 inch	Ft	1200	\$ 15.00	\$ 18,000.00
4040093	Underdrain Outlet, 6 inch	Ft	80	\$ 22.00	\$ 1,760.00
5010001	Pavt, Cleaning	LSUM	0.6	\$ 6,500.00	\$ 3,900.00
5010002	Cold Milling HMA Surface	Syd	910	\$ 5.00	\$ 4,550.00
5010005	HMA Surface, Rem	Syd	413	\$ 8.00	\$ 3,304.00
5012013	HMA, 3EML	Ton	177	\$ 130.00	\$ 23,010.00
5012025	HMA, 4EML	Ton	147	\$ 140.00	\$ 20,580.00
5012037	HMA, 5EML	Ton	89	\$ 150.00	\$ 13,350.00
6020019	Conc Base Cse, Nonreinf, 8 inch	Syd	369	\$ 60.00	\$ 22,140.00
6020106	Conc Pavt, Nonreinf, 9 inch	Syd	394	\$ 100.00	\$ 39,400.00
6027011	Conc Base Cse, Nonreinf, 4 inch	Syd	881	\$ 30.00	\$ 26,430.00
8020038	Curb and Gutter, Conc, Det F4	Ft	79	\$ 40.00	\$ 3,160.00
8020060	Valley Gutter, Conc	Ft	994	\$ 40.00	\$ 39,760.00
8027001	Curb and Gutter, Conc, Det F2, Decorative	Ft	150	\$ 40.00	\$ 6,000.00
8030010	Detectable Warning Surface	Ft	52	\$ 65.00	\$ 3,380.00
8030030	Curb Ramp Opening, Conc	Ft	74	\$ 40.00	\$ 2,960.00
8030050	Sidewalk, Clay Brick Pavers	Sft	2410	\$ 30.00	\$ 72,300.00
8030051	Sidewalk, Clay Brick Pavers, Rem	Sft	2700	\$ 3.00	\$ 8,100.00
8032002	Curb Ramp, Conc, 6 inch	Sft	315	\$ 8.50	\$ 2,677.50
8037010	Decorative Concrete Sidewalk, 6 inch	Sft	2580	\$ 15.00	\$ 38,700.00
8037010	Hydronic Snow Melt System	Sft	5730	\$ 40.00	\$ 229,200.00
8037010	Roadway, Brick Pavers	Sft	3320	\$ 35.00	\$ 116,200.00



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.

34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: Main Street Reconstruction
 LOCATION: Main St - Center to Griswold
 WORK: Curbless between Center St and Hutton St
with Asphalt Roadway

DATE: October 24, 2024
 PROJECT #: 0152-24-0080
 ESTIMATOR: KAH
 CHECKED BY: AMB
 CURRENT ENR: AMB

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
8037010	Sidewalk, Cobblestone	Sft	5515	\$ 30.00	\$ 165,450.00
8107051	Pavement Markings and Signing	LSUM	0.6	\$ 25,000.00	\$ 15,000.00
8127051	Maintenance of Traffic	LSUM	0.6	\$215,700.00	\$ 129,420.00
8150002	Watering and Cultivating, First Season, Min	LSUM	0.4	\$ 3,500.00	\$ 1,400.00
8150003	Watering and Cultivating, 2nd Season, Min	LSUM	0.4	\$ 4,000.00	\$ 1,600.00
8157001	Rain Garden Fencing	Ft	114	\$ 115.00	\$ 13,110.00
8157010	Landscape Plantings	Sft	1220	\$ 8.00	\$ 9,760.00
8157010	Rain Garden Plantings	Sft	200	\$ 6.00	\$ 1,200.00
8157021	Planting Soil Mix	Cyd	91	\$ 90.00	\$ 8,190.00
8157021	Rain Garden Soil Mix	Cyd	15	\$ 100.00	\$ 1,500.00
8157050	Benches	Ea	6	\$ 3,000.00	\$ 18,000.00
8157050	Bike Racks	Ea	4	\$ 1,200.00	\$ 4,800.00
8157050	Bollards	Ea	60	\$ 1,000.00	\$ 60,000.00
8157050	Litter Receptacles	Ea	10	\$ 2,000.00	\$ 20,000.00
8157050	Raised Planter	Ea	8	\$ 4,500.00	\$ 36,000.00
8157050	Tree Grate	Ea	2	\$ 3,500.00	\$ 7,000.00
8167010	Irrigation	Sft	2000	\$ 5.00	\$ 10,000.00
8167011	Turf Establishment	Syd	100	\$ 17.00	\$ 1,700.00
8167021	Shredded Hardwood Mulch	Cyd	14	\$ 160.00	\$ 2,240.00
8187051	Electrical Receptacles and Conduit	LSUM	1	\$ 25,000.00	\$ 25,000.00
8230095	Hydrant, Relocate, Case 1	Ea	2	\$ 850.00	\$ 1,700.00
8230421	Water Shutoff, Adj, Case 1	Ea	5	\$ 600.00	\$ 3,000.00
8230431	Gate Box, Adj, Case 1	Ea	15	\$ 600.00	\$ 9,000.00
SUBTOTAL FOR CATEGORY 1 - Center St to Hutton St					\$ 1,605,600.50
CONTINGENCY (20%)					\$ 321,120.10
TOTAL OPINION OF PROBABLE CONSTRUCTION COST =					\$ 1,926,720.60



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.

34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: Main Street Reconstruction
 LOCATION: Main St - Center to Griswold
 WORK: Reconstruction between Hutton St and Griswold St
 Includes the Hutton St Intersection

DATE: October 24, 2024
 PROJECT #: 0152-24-0080
 ESTIMATOR: KAH
 CHECKED BY: AMB
 CURRENT ENR: AMB

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
CATEGORY 3 - Hutton St to Griswold St (Includes Hutton)					
1100001	Mobilization, Max	LSUM	0.4	\$237,200.00	\$ 94,880.00
2020004	Tree, Rem, 6 inch to 18 inch	Ea	11	\$ 550.00	\$ 6,050.00
2040020	Curb and Gutter, Rem	Ft	1127	\$ 50.00	\$ 56,350.00
2040021	Curb, Rem	Ft	151	\$ 46.00	\$ 6,946.00
2040050	Pavt, Rem	Syd	640	\$ 15.00	\$ 9,600.00
2040055	Sidewalk, Rem	Syd	755	\$ 12.00	\$ 9,060.00
2050016	Excavation, Earth	Cyd	1264	\$ 25.00	\$ 31,600.00
2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	4	\$ 110.00	\$ 440.00
2090001	Project Cleanup	LSUM	0.4	\$ 6,500.00	\$ 2,600.00
3020001	Aggregate Base	Ton	2581	\$ 60.00	\$ 154,860.00
4030005	Dr Structure Cover, Adj, Case 1	Ea	4	\$ 750.00	\$ 3,000.00
4030280	Dr Structure, Adj, Add Depth	Ft	2	\$ 250.00	\$ 500.00
4040063	Underdrain, Subbase, 6 inch	Ft	1200	\$ 15.00	\$ 18,000.00
4040093	Underdrain Outlet, 6 inch	Ft	80	\$ 22.00	\$ 1,760.00
5010001	Pavt, Cleaning	LSUM	0.4	\$ 6,500.00	\$ 2,600.00
5010005	HMA Surface, Rem	Syd	3086	\$ 8.00	\$ 24,688.00
5010025	Hand Patching	Ton	7	\$ 180.00	\$ 1,260.00
5010061	HMA Approach	Ton	288	\$ 210.00	\$ 60,480.00
5012013	HMA, 3EML	Ton	409	\$ 130.00	\$ 53,170.00
5012025	HMA, 4EML	Ton	341	\$ 140.00	\$ 47,740.00
5012037	HMA, 5EML	Ton	205	\$ 150.00	\$ 30,750.00
8010007	Driveway, Nonreinf Conc, 8 inch	Syd	138	\$ 85.00	\$ 11,730.00
8020038	Curb and Gutter, Conc, Det F4	Ft	985	\$ 40.00	\$ 39,400.00
8020050	Driveway Opening, Conc, Det M	Ft	254	\$ 40.00	\$ 10,160.00
8030010	Detectable Warning Surface	Ft	49	\$ 65.00	\$ 3,185.00
8030030	Curb Ramp Opening, Conc	Ft	97	\$ 40.00	\$ 3,880.00
8030044	Sidewalk, Conc, 4 inch	Sft	6800	\$ 7.00	\$ 47,600.00
8030046	Sidewalk, Conc, 6 inch	Sft	992	\$ 8.00	\$ 7,936.00
8030050	Sidewalk, Clay Brick Pavers	Sft	245	\$ 30.00	\$ 7,350.00
8032002	Curb Ramp, Conc, 6 inch	Sft	392	\$ 8.50	\$ 3,332.00
8037010	Decorative Concrete Sidewalk, 6 inch	Sft	3020	\$ 15.00	\$ 45,300.00
8107051	Pavement Markings and Signing	LSUM	0.4	\$ 25,000.00	\$ 10,000.00
8127051	Maintenance of Traffic	LSUM	0.4	\$215,700.00	\$ 86,280.00
8150002	Watering and Cultivating, First Season, Min	LSUM	0.6	\$ 3,500.00	\$ 2,100.00
8150003	Watering and Cultivating, 2nd Season, Min	LSUM	0.6	\$ 4,000.00	\$ 2,400.00
8157010	Landscape Plantings	Sft	520	\$ 8.00	\$ 4,160.00
8157021	Planting Soil Mix	Cyd	39	\$ 90.00	\$ 3,510.00
8157050	Benches	Ea	4	\$ 3,000.00	\$ 12,000.00
8157050	Bike Racks	Ea	4	\$ 1,200.00	\$ 4,800.00
8157050	Deciduous Street Tree	Ea	10	\$ 800.00	\$ 8,000.00
8157050	Litter Receptacles	Ea	6	\$ 2,000.00	\$ 12,000.00



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.

34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: Main Street Reconstruction
 LOCATION: Main St - Center to Griswold
 WORK: Reconstruction between Hutton St and Griswold St
Includes the Hutton St Intersection

DATE: October 24, 2024
 PROJECT #: 0152-24-0080
 ESTIMATOR: KAH
 CHECKED BY: AMB
 CURRENT ENR: AMB

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
8157050	Raised Planter	Ea	2	\$ 4,500.00	\$ 9,000.00
8157050	Tree Grate	Ea	8	\$ 3,500.00	\$ 28,000.00
8167011	Turf Establishment	Syd	100	\$ 17.00	\$ 1,700.00
8167021	Shredded Hardwood Mulch	Cyd	5	\$ 160.00	\$ 800.00
8190279	Light Std Fdn	Ea	1	\$ 2,000.00	\$ 2,000.00
8190280	Light Std Fdn, Rem	Ea	1	\$ 500.00	\$ 500.00
8190301	Light Std Shaft, Install Salv	Ea	1	\$ 1,500.00	\$ 1,500.00
8190306	Light Std Shaft, Rem and Salv	Ea	1	\$ 500.00	\$ 500.00
8230095	Hydrant, Relocate, Case 1	Ea	2	\$ 850.00	\$ 1,700.00
8230421	Water Shutoff, Adj, Case 1	Ea	5	\$ 600.00	\$ 3,000.00
8230431	Gate Box, Adj, Case 1	Ea	15	\$ 600.00	\$ 9,000.00
8252145	Sanitary Structure Cover, Adj, Case 1	Ea	2	\$ 600.00	\$ 1,200.00
SUBTOTAL FOR CATEGORY 3 - Hutton St to Griswold St (Includes Hutton)					\$ 1,000,357.00
CONTINGENCY (20%)					\$ 200,071.40
TOTAL OPINION OF PROBABLE CONSTRUCTION COST =					\$ 1,200,428.40



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.

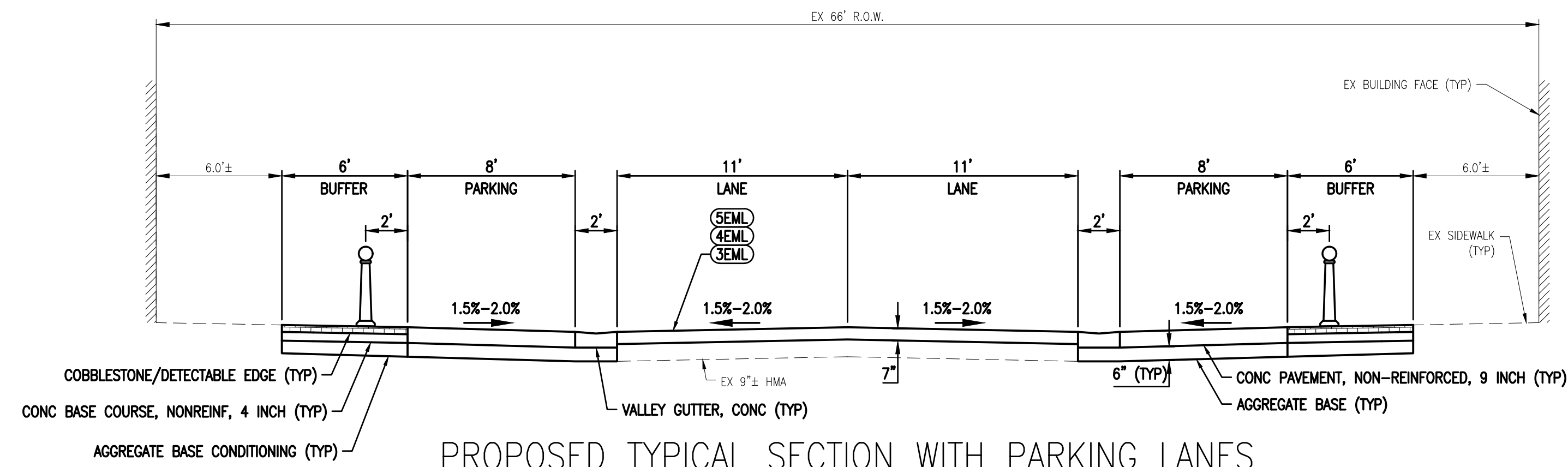
34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: Main Street Engineering Study
 LOCATION: Main St - Center to Griswold
 WORK: Rehabilitation of Center to Hutton
 Brick replacement, asphalt overlay, curb and sidewalk repairs

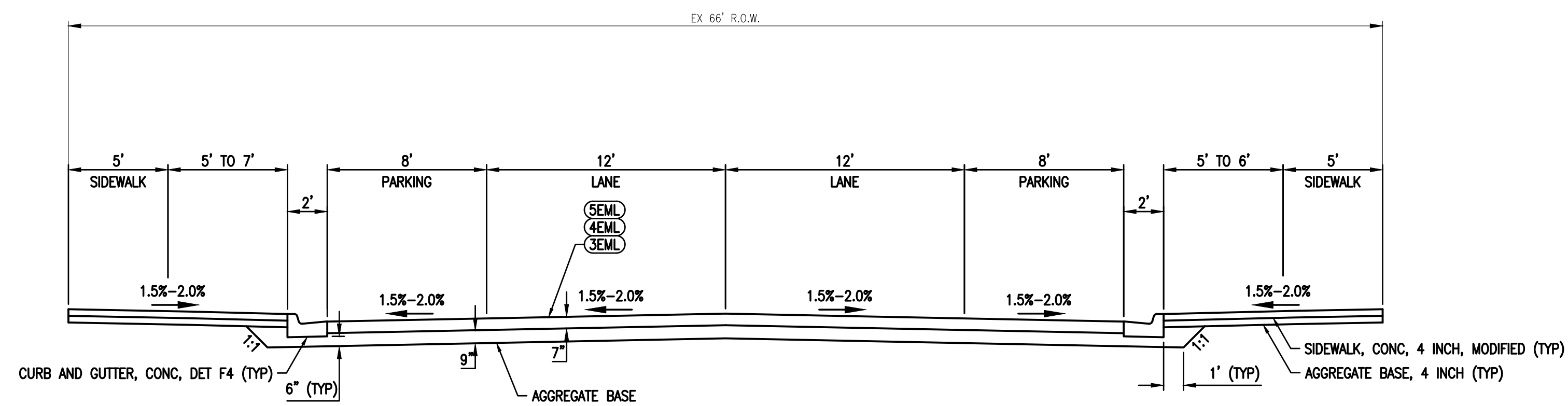
DATE: November 8, 2024
 PROJECT #: 0152-24-0080
 ESTIMATOR: KAH
 CHECKED BY: AMB
 CURRENT ENR: AMB

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
CATEGORY 4 - Center to Hutton - Rehab only					
1077051	Mobilization for Rehab	LSUM	1	\$ 50,000.00	\$ 50,000.00
2030011	Dr Structure, Rem	Ea	4	\$ 500.00	\$ 2,000.00
2040020	Curb and Gutter, Rem	Ft	462	\$ 50.00	\$ 23,100.00
2040021	Curb, Rem	Ft	180	\$ 46.00	\$ 8,280.00
2040050	Pavt, Rem	Syd	819	\$ 15.00	\$ 12,285.00
2040055	Sidewalk, Rem	Syd	92	\$ 12.00	\$ 1,104.00
2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	12	\$ 110.00	\$ 1,320.00
2097051	Project Cleanup for Rehab	LSUM	1	\$ 1,300.00	\$ 1,300.00
3020001	Aggregate Base	Ton	20	\$ 60.00	\$ 1,200.00
3020050	Aggregate Base, Conditioning	Syd	821	\$ 10.00	\$ 8,210.00
4020033	Sewer, CI A, 12 inch, Tr Det B	Ft	32	\$ 69.00	\$ 2,208.00
4030005	Dr Structure Cover, Adj, Case 1	Ea	12	\$ 750.00	\$ 9,000.00
4030050	Dr Structure Cover, Type K	Ea	4	\$ 800.00	\$ 3,200.00
4030210	Dr Structure, 48 inch dia	Ea	4	\$ 5,000.00	\$ 20,000.00
5010002	Cold Milling HMA Surface	Syd	910	\$ 5.00	\$ 4,550.00
5010025	Hand Patching	Ton	3	\$ 180.00	\$ 540.00
5012037	HMA, 5EML	Ton	111	\$ 150.00	\$ 16,650.00
5017051	Pavt, Cleaning for Rehab	LSUM	1	\$ 1,300.00	\$ 1,300.00
6020019	Conc Base Cse, Nonreinf, 8 inch	Syd	428	\$ 60.00	\$ 25,680.00
8020038	Curb and Gutter, Conc, Det F4	Ft	338	\$ 40.00	\$ 13,520.00
8020060	Valley Gutter, Conc	Ft	84	\$ 40.00	\$ 3,360.00
8027001	Curb and Gutter, Conc, Det F2, Decorative	Ft	180	\$ 40.00	\$ 7,200.00
8030030	Curb Ramp Opening, Conc	Ft	40	\$ 40.00	\$ 1,600.00
8037010	Decorative Concrete Sidewalk, 6 inch	Sft	821	\$ 15.00	\$ 12,315.00
8037010	Roadway, Brick Pavers	Sft	3850	\$ 35.00	\$ 134,750.00
8037010	Sidewalk, Clay Brick Pavers, Remove and Reset	Sft	1160	\$ 25.00	\$ 29,000.00
8107051	Pavement Markings and Signing for Rehab	LSUM	1	\$ 15,000.00	\$ 15,000.00
8127051	Traffic Control for Rehab	LSUM	1	\$ 50,000.00	\$ 50,000.00
SUBTOTAL FOR CATEGORY 4 - Center to Hutton - Rehab only					\$ 458,672.00
CONTINGENCY (20%)					\$ 91,734.40
TOTAL OPINION OF PROBABLE CONSTRUCTION COST =					\$ 550,406.40



PROPOSED TYPICAL SECTION WITH PARKING LANES

SECTION APPLIES TO:
MAIN STREET FROM
CENTER TO HUTTON



PROPOSED TYPICAL SECTION WITH PARKING LANES

SECTION APPLIES TO:
MAIN STREET FROM
HUTTON TO GRISWOLD

PRELIMINARY - NOT FOR CONSTRUCTION

ISSUED FOR:	ISSUE DESCRIPTION	DATE
REVISION	DESCRIPTION	

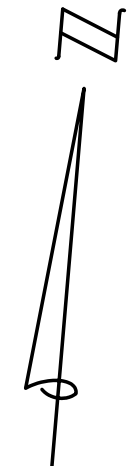
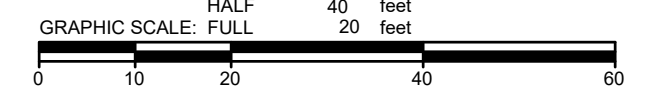
PROJECT NUMBER	PM	XX
0152-24-0260		
CITY OF NORTHVILLE		
MAIN STREET PRELIMINARY STUDY		
LOCATION		
TYPICAL CROSS SECTIONS		



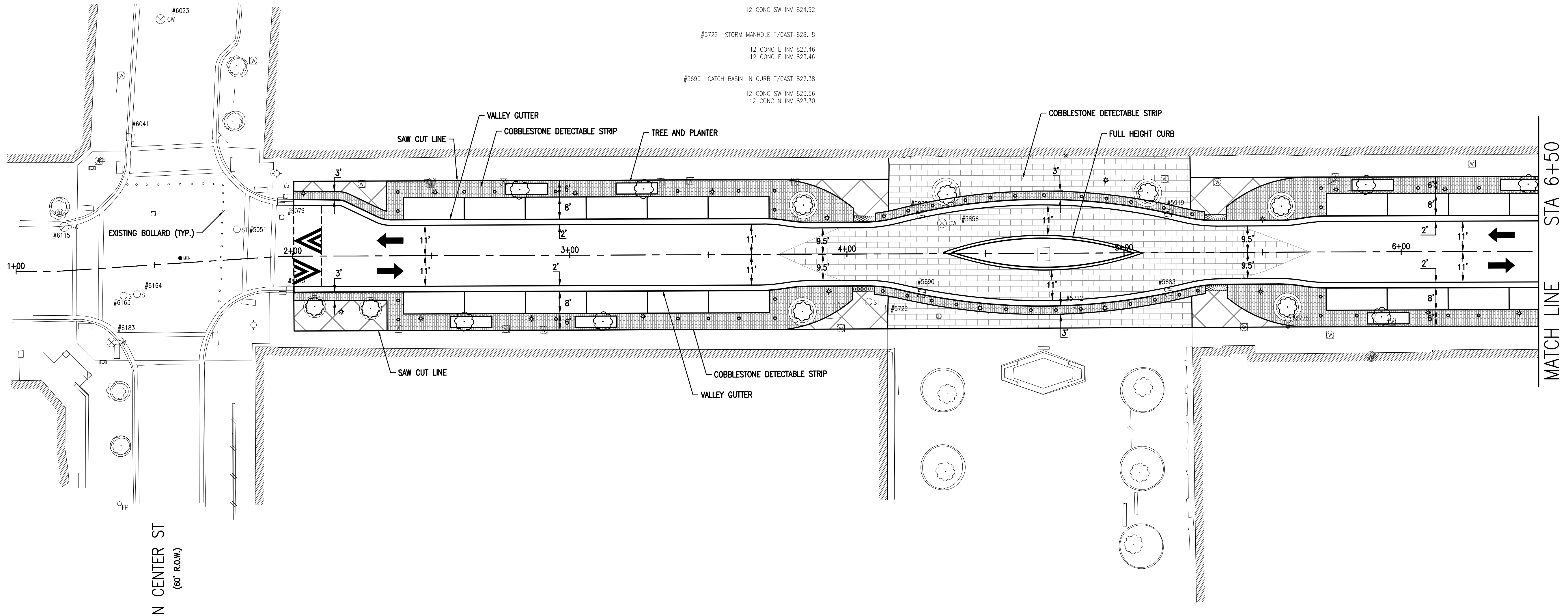
Know what's below.
Call before you dig.

JOB BENCHMARK #200 ARROW ON HYDRANT IN NORTHEAST QUAD CENTER AND MAIN. ELEV 831.92	JOB BENCHMARK #212 SOUTHEAST FLANGE BOLT HYDRANT "SPICE TEA" #134 MAIN ST ELEV 830.26
JOB BENCHMARK #211 "X" LIGHT POLE BASE IN FRONT OF "GARDEN VIEW" #117 MAIN ST ELEV 829.50	JOB BENCHMARK #213 "X" LIGHT POLE BASE FRONT OF " BEES KNEES" #149 MAIN ST ELEV 825.40
TRAVERSE POINT #100 N 340571.67 E 13361866.37 ELEV 829.22	TRAVERSE POINT #112 N 340575.31 E 13362159.14 ELEV 826.84
TRAVERSE POINT #111 N 340573.35 E 13362002.96 ELEV 829.08	TRAVERSE POINT #113 N 340590.74 E 13362267.96 ELEV 824.58

EAST MAIN STREET (66' R.O.W.)



- #6163 STORM MANHOLE T/CAST 828.26
12 CONC N INV 823.02
12 CONC NE INV 822.86
18 CONC W INV 819.48
18 CLAY S INV 819.00
- #6041 SQ CATCH BASIN T/CAST 829.36
12 CONC SW INV 824.80
12 CONC E INV 825.48
- #5051 STORM MANHOLE T/CAST 829.20
12 CONC NE INV 823.96
12 CONC SE INV 824.32
12 CONC SW INV 824.28
8 CONC N INV 824.38
- #5079 SQ CATCH BASIN T/CAST 828.88
12 CONC SW INV 824.92
- #5722 STORM MANHOLE T/CAST 828.18
12 CONC E INV 823.46
12 CONC E INV 823.46
- #5690 CATCH BASIN-IN CURB T/CAST 827.38
12 CONC SW INV 823.56
12 CONC N INV 823.30
- #5863 CATCH BASIN-IN CURB T/CAST 827.32
12 CONC S INV 822.56
- #5712 STORM MANHOLE T/CAST 826.81
12 CONC E INV 821.87
12 CONC SW INV 820.73
12 CONC NW INV 820.87
12 CONC NE INV 821.69
- #5919 CATCH BASIN-IN CURB T/CAST 825.74
12 CONC S INV 822.66
- #5683 CATCH BASIN-IN CURB T/CAST 825.93
12 CONC SW INV 821.07
12 CONC N INV 821.03
- #6164 SANITARY MANHOLE T/CAST 828.33
12 CLAY W INV 816.93
12 CLAY S INV 816.18
- #6115 GATE WELL T/CAST 828.97
12 IRON E/W T/PIPE 823.61
- #6023 GATE WELL T/CAST 830.24
8 IRON N/S/W/E T/PIPE 825.58
- #5856 GATE WELL T/CAST 827.30
12 IRON N/S/E/W T/PIPE 822.66



LEGEND

- BRICK
- COBBLESTONE/DETECTABLE EDGE
- RAIN GARDEN

PRELIMINARY - NOT
FOR CONSTRUCTION

ISSUED FOR:	ISSUE DESCRIPTION	DATE
REVISION	DESCRIPTION	

PROJECT NUMBER: PM XX
0152-24-0360

CITY OF NORTHVILLE
MAIN STREET PRELIMINARY STUDY
POB TO STA 6+50

EAST MAIN STREET CONSTRUCTION SHEET

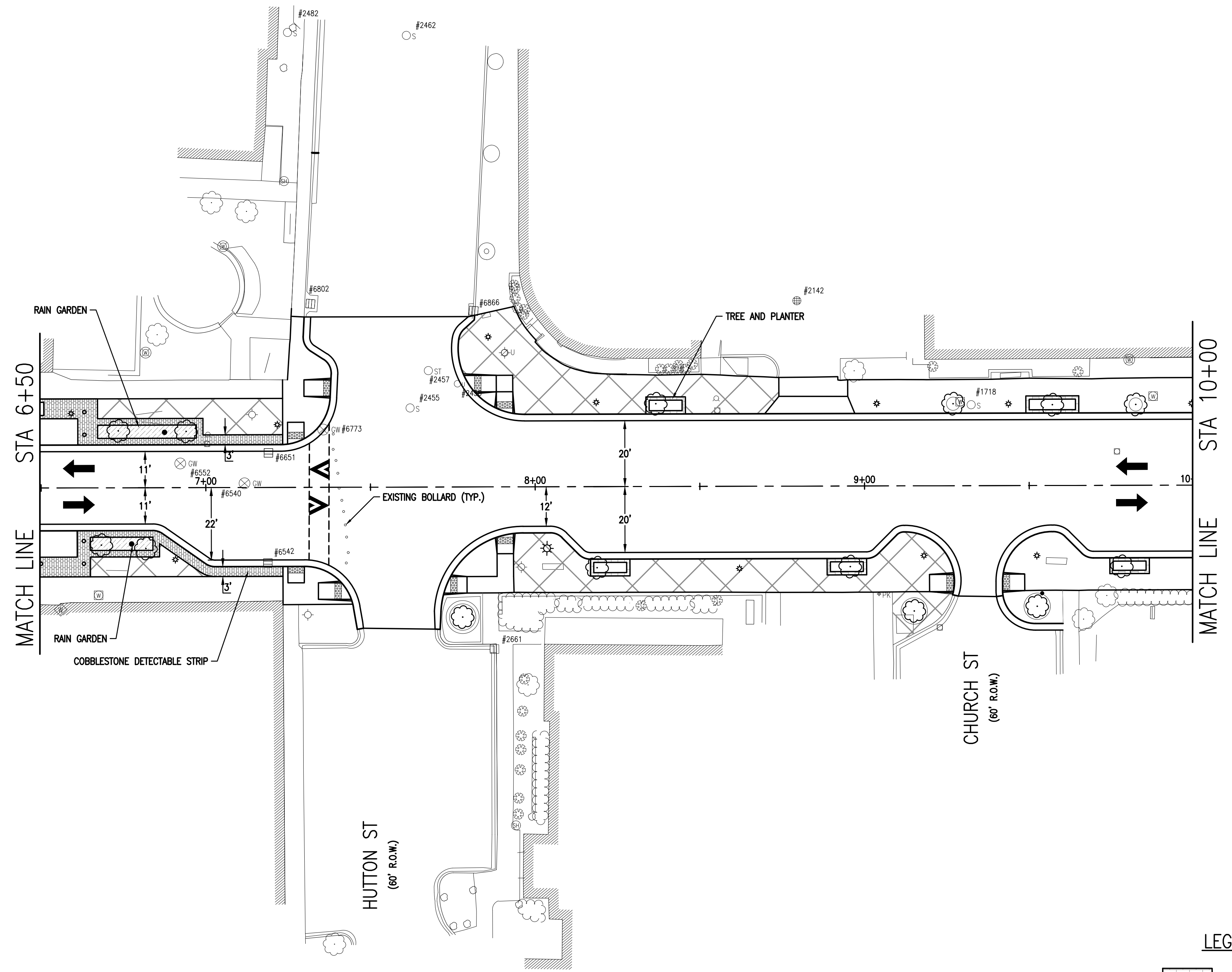
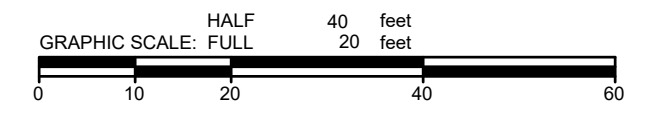
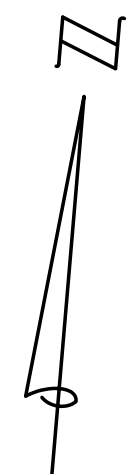


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DRAWING PATH: P:\0125_0165016224\0360_Main_Street_Preliminary_Study\Drawings\Civil\Plans_Constr\240360_CCN.dwg Oct 24, 2024 - 11:12am

JOB BENCHMARK #201 ARROW ON HYDRANT IN NORTHWEST QUAD MAIN AND HUTTON ELEV 824.46
JOB BENCHMARK #214 "X" LIGHT POLE BASE BY ENTRANCE CHURCH SANCTUARY (EAST SIDE HUTTON ST) ELEV 821.90
JOB BENCHMARK #215 "X" LIGHT POLE BASE WEST SIDE HUTTON ST +/- 60' NORTH MAIN ST ELEV 822.20
JOB BENCHMARK #216 "X" LIGHT POLE BASE AT SOUTHWEST CORNER MAIN CHURCH ST (ENTRANCE STARBUCKS) ELEV 818.08
TRAVERSE POINT #101 N 340804.66 E 13362415.54 ELEV 821.84
TRAVERSE POINT #114 N 340501.89 E 13362474.38 ELEV 821.42
TRAVERSE POINT #115 N 340689.14 E 13362418.58 ELEV 821.23
TRAVERSE POINT #116 N 340612.19 E 13362643.12 ELEV 817.07

EAST MAIN STREET (66' R.O.W.)



#2482 SANITARY MANHOLE T/CAST 822.73 FLOW EAST, 11.14 CL INV. 10 CONC E INV 811.59 10 CONC W INV 811.59	#6552 GATE WELL T/CAST 821.93 12 IRON E/W T/PIPE 816.53
#2455 SANITARY MANHOLE T/CAST 821.23 10 CLAY N INV 810.63 10 CLAY E INV 810.59	#6540 GATE WELL T/CAST 821.88 6 IRON N/S T/PIPE 816.18
#2462 SANITARY MANHOLE T/CAST 822.10 FLOW SOUTH 10 CLAY N INV 811.36 10 CLAY S INV 811.20 10 CLAY W INV 811.48	#6773 GATE WELL T/CAST 821.27 8 IRON N/S T/PIPE 815.59
#1718 SANITARY MANHOLE T/CAST 817.64 FLOW SOUTH 6 CLAY NW INV 811.70 10 CLAY W INV 807.62 10 CLAY S INV 807.54	
#6651 SQ CATCH BASIN T/CAST 821.51 12 CONC S INV 817.33 12 CONC NE INV 817.21	
#6542 CATCH BASIN-IN CURB T/CAST 821.39 6 CMP SE INV 819.03 12 CONC N INV 817.97	
#6802 SQ CATCH BASIN T/CAST 820.89 12 CONC S INV 816.79 12 PVC E INV 816.55 12 PVC NW INV 816.75	
#2457 STORM MANHOLE T/CAST 821.12 10 CONC W INV 817.74 12 CONC NE INV 817.98	
#6866 CATCH BASIN-IN CURB T/CAST 820.94 12 CONC SW INV 818.65	
#2661 CATCH BASIN-IN CURB T/CAST 820.56 12 CONC SW INV 816.70	
#2142 RD CATCH BASIN T/CAST 818.22 12 CONC N INV 813.70 6 PVC SE INV 814.71	



**PRELIMINARY - NOT
FOR CONSTRUCTION**

ISSUED FOR:	DATE

CITY OF NORTHVILLE
MAIN STREET PRELIMINARY STUDY
STA 6+50 TO STA 10+00
EAST MAIN STREET CONSTRUCTION SHEET

LEGEND

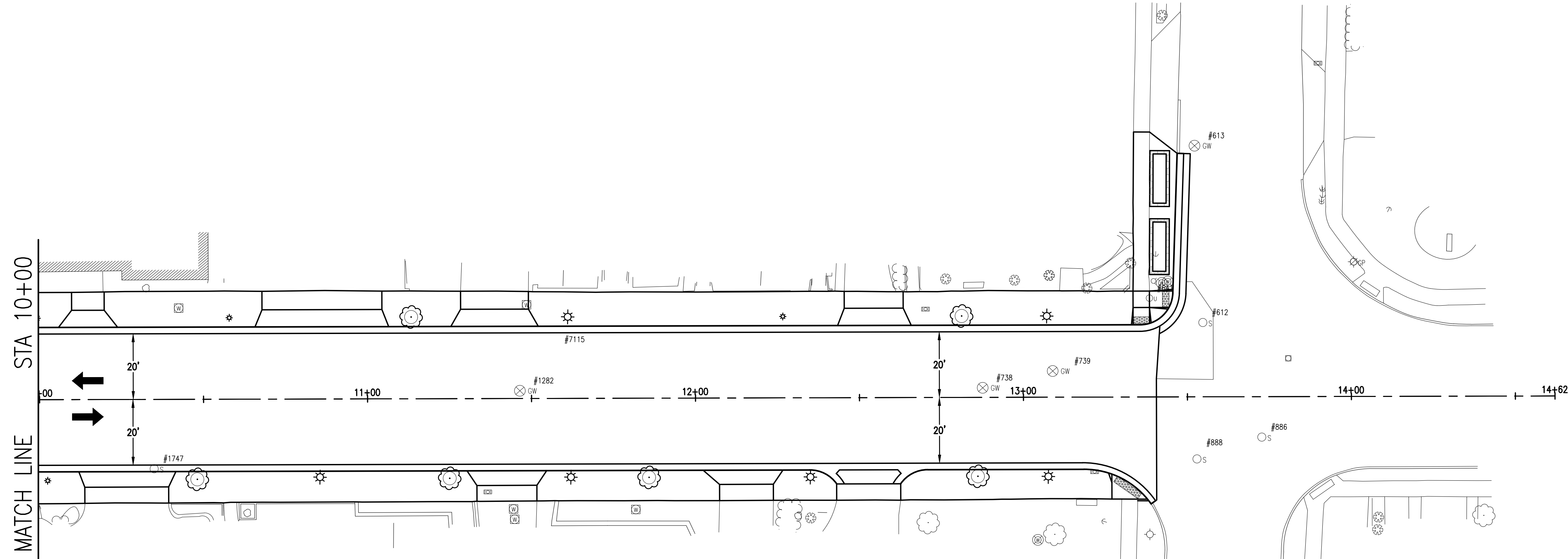
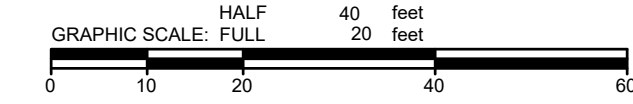
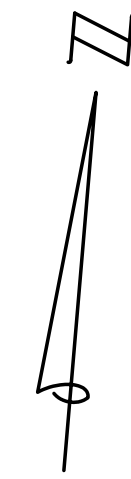
	BRICK
	COBBLESTONE/DETECTABLE EDGE
	RAIN GARDEN



DRAWING PATH: P:\0126_01650162240080_Main_Street_Preliminary_Study\Drawings\Civil\Plans_Constr\240080_CON.dwg Oct 24, 2024 - 11:12am

JOB BENCHMARK #217	
"X" LIGHT POLE NORTH SIDE MAIN ST IN FRONT OF #341	
ELEV	810.34
JOB BENCHMARK #218	
CS IN UTIL POLE AT SOUTHWEST CORNER MAIN ST AND GRISWOLD	
ELEV	801.09
TRAVERSE POINT #117	
N	340671.92
E	13362804.08
ELEV	812.15
TRAVERSE POINT #118	
N	340629.99
E	13363084.62
ELEV	798.40
TRAVERSE POINT #119	
N	340800.62
E	13363076.41
ELEV	795.82

EAST MAIN STREET (66' R.O.W.)



GRISWOLD ST
(66' R.O.W.)

#1747 SANITARY MANHOLE T/CAST 814.18 BULK HEAD START OF RUN; NO OTHER PIPES 12 CLAY E INV 805.48	#1282 GATE WELL T/CAST 810.55 8 IRON N/S T/PIPE 804.16
#612 SANITARY MANHOLE T/CAST 798.94 FLOW SOUTH 10 CLAY NW INV 791.86 12 CLAY NW INV 785.42 15 CLAY N INV 785.29 15 CLAY S INV 784.89	#738 GATE WELL T/CAST 803.19 8 IRON S/S T/PIPE 796.82
#886 SANITARY MANHOLE T/CAST 798.45 RUSH FLOW EAST 48 CONC N INV 776.56 48 CONC E INV 776.56 48 CONC S INV 776.56	#739 GATE WELL T/CAST 801.69 IRON E/W T/PIPE 796.01
#888 SANITARY MANHOLE T/CAST 799.33 FLOW EAST 15 CLAY N INV 784.83 12 PVC E INV 784.77	#613 GATE WELL T/CAST 797.25 RIM SAYS SANITARY, IT IS NOT IRON N/S T/PIPE 791.54

LEGEND

	BRICK
	COBBLESTONE/DETECTABLE EDGE
	RAIN GARDEN



Know what's below.
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PRELIMINARY - NOT
FOR CONSTRUCTION

ISSUED FOR:	ISSUE DESCRIPTION	DATE
REVISION	DESCRIPTION	

PROJECT NUMBER: PM XX
0152-24-0300

CITY OF NORTHVILLE
MAIN STREET PRELIMINARY STUDY
STA 10+00 TO P.O.E.

EAST MAIN STREET CONSTRUCTION SHEET

REVITALIZATION AND PLACEMAKING (RAP FUND) PROGRAM

GUIDELINES

Program Overview

The Revitalization and Placemaking (“RAP”) Program is an incentive program that will proactively deploy state funding to address community revitalization needs in Michigan communities by investing in projects that enable population and tax revenue growth through rehabilitation of underutilized buildings and historic structures, and development of permanent place-based infrastructure associated with social zones and traditional downtowns, outdoor dining, and place-based public spaces. Administered by the Michigan Economic Development Corporation (“MEDC”), this tool provides access to development gap financing for 1) real estate rehabilitation and development projects; 2) public place-based infrastructure projects; or 3) façade improvement program implementation projects. Grants will be awarded for individual projects; however, grants for place-based infrastructure and/or façade program implementation may be awarded to subgrant programs. Awards may be made based on individual application or based on funding rounds as determined by the MEDC.

Program Goals

Through the RAP Program, the MEDC partners with local communities to proactively address revitalization needs by investing in projects that promote population and tax revenue growth. These investments help create the environment necessary to attract and retain talent, add new housing options, enable business creation and attraction, and provide resources for Michigan citizens and communities.

Eligible Applicants:

- Real Estate Rehabilitation and Development: Individuals or entities working to rehabilitate vacant, underutilized, blighted, and historic structures. These applicants may include but are not limited to: non-profits and local economic development organizations or private real estate developers.
- Public Place-Based Infrastructure (individual projects): Individuals or entities working on the development of permanent place-based infrastructure¹ associated with traditional downtowns, social-zones, outdoor dining and placed-based public spaces. These applicants may include but are not limited to: Municipal or economic development organizations such as Downtown Development Authorities, local units of government, local Land Bank Fast Track Authorities² or other entities approved by the MEDC.
- Façade or Public Place-Based Infrastructure Subgrant (as part of a funding round): Economic development organizations and other public entities working to improve the streetscape in traditional downtowns and neighborhood commercial nodes by investing in place-based infrastructure on publicly owned and maintained properties or investing in private building facades through an existing and active local façade improvement program.

¹ Amenity that is not intended to be temporary, including but not limited to a site improvement or building, and that positively contributes to a traditional downtown or a mixed-use area with abundant accommodations for non-motorized transportation.

² Local authority created under Act 258 of 2003.

Eligible Properties:

- Real Estate Rehabilitation and Development:
 1. Must qualify as Previously Developed Property³ and may have previously contained or currently contains a structure.
 2. Must be located in or contributing to a traditional downtown, central business district, neighborhood commercial node or adjacent walkable neighborhood; and
- Public Place-Based Infrastructure:
 1. Must be located in or contributing to a traditional downtown, central business district, neighborhood commercial node or adjacent walkable neighborhood; and
 2. Must be a property and be owned and maintained by a municipality or community-focused non-profit; and
 3. Must be a physical location that is generally open and accessible to the public, without cost, and is owned and maintained for the public good. Public space can be used for recreation, public use, or as places for people to gather.
- Façade Program Implementation:
 1. Must be located in or contributing to a traditional downtown, central business district, neighborhood commercial node or adjacent walkable neighborhood; and
 2. Must fit the requirements of the local and currently active façade improvement program.

Eligible Costs

"Eligible Costs" are at least one, or any combination, of the following expenditures:

- a. Acquisition or costs for real property;
- b. Fees or costs for alteration, new construction, improvement, demolition, or rehabilitation of buildings of an approved project, including utility tap fees, and fees and costs paid to a governmental entity for permits, zoning, and inspections;
- c. Costs associated with site improvements such as access (including ADA improvements) and streetscaping elements such as lighting, fencing, street furniture, etc.;
- d. Fees or costs for site improvements, including a surface parking lot, parking garage, parking ramp, utilities and public infrastructure, such as roads, curbs, gutters, sidewalks, landscaping, lighting, grading and land balancing;
- e. Fees or costs for the addition of machinery, equipment or fixtures for an approved project;
- f. Professional fees or costs for an approved project for the following services: architectural, engineering, environmental, and surveying;
- g. Real estate developer fees not to exceed 4% of total project costs;
- h. Other costs associated with real estate or place-based infrastructure development or administration of subgrant programs may be considered on a case-by-case basis or as defined within a funding round.

Award Structures and Funding

Funding availability is based on income tax revenue deposited into the Revitalization and Placemaking Fund and appropriated for this program as described in Section 696 of the Income Tax Act of 1967.

³ Previously developed property means property that was part of an existing developed residential, commercial, or industrial zone and contained a structure serviced by utilities, or former dumps, landfills, and other areas filled with nonnative material.

Grants for place-based infrastructure and/or façade program implementation may be awarded to subgrant programs and will have unique funding limits as determined in the funding round.

All awards will be structured as performance-based reimbursement grants with milestones and reporting requirements:

- Real Estate Rehabilitation and Development:
 1. Grant awards on a single project associated with the rehabilitation of vacant and blighted buildings or costs associated with the repurposing of space left vacant shall not exceed the lesser of \$1.5 million or 50% of Eligible Costs, except all allowed under 2. below.
 2. Grant awards for a single project with an extraordinary economic development impact or public benefit that has maximized all other state loans and financing tools as determined by the MEDC, will be eligible for an award amount up to the lesser of \$5 million or 50% of the Eligible Costs. Any project for consideration must pursue and maximize all additional programs and/or funding sources available to support the project (e.g., Loan capacity, Housing TIF, Federal Historic Tax Credit, etc.). Also, any instances of Extraordinary Economic Development Impact/Public Benefit shall satisfy the MEDC Place Incentives Guidance, and embody one or more of the additional qualities described below:
 - Project will eliminate long lasting instances of blight and/or environmental contamination (10+ years), through the redevelopment of the property.
 - Project has a geographic correlation, and addresses community needs associated with a significant, strategic MEDC investment.
 - Project is proposed in an area of historic disinvestment and has not seen new or rehabilitated mixed-use development in 5+ years.
- ** All projects funded under these criteria are subject to RAP regional targets and will significantly impact the availability of additional funding for other projects in the region.**
- Public Place-Based Infrastructure:
 1. For a single project associated with the development of permanent place-based infrastructure in support of a traditional downtown or central business district and associated with social-zones⁴, outdoor dining, etc.: must have a minimum request of \$500,000 and a maximum of the lesser of \$1 million or 50% of Eligible Costs.
 2. Grant applications will be accepted as part of an application round as announced by the MEDC.
- Public Place-Based Infrastructure and/or Façade Program (Subgrant Funding Rounds):
 1. There is no minimum or maximum request amount for subgrant applications, but applicants are encouraged to only include the most competitive projects and to recognize that all projects in the grant application must meet readiness requirements and have all funding sources secured.
 2. There is no minimum grant amount for each subrecipient grant within the subgrant application, but the maximum grant amount for each subrecipient grant request within the subgrant application is limited to the lessor of \$500,000 or 50% of Eligible Costs.
 3. Grant applications may be submitted as part of an application round as announced by the MEDC.

Award Disbursement

Awards will be disbursed in two parts. The first disbursement will be for up to fifty percent (50%) of the eligible costs submitted, not to exceed fifty percent (50%) of the grant; and, upon Project completion, up to fifty percent (50%) of eligible costs submitted, not to exceed the remaining balance of the grant.

⁴ Area or district established by a local governmental unit (city, village, township, county) under MCL 436.1551

There will be no more than two disbursements per project.

Project Considerations

The most competitive applications will clearly address community revitalization needs by responding to the criteria below:

1. **Local support and match:** All submissions must include a letter of support from the local or regional economic development organization and the highest municipal local official, such as the City Manager, Mayor, or Township Supervisor. The letter must also state that support is specific to the RAP project and not just general project support. If the project is for place-based infrastructure, the letter must provide a detailed explanation of who will maintain the space and how ongoing maintenance costs will be funded.
2. **Location:** Preference will be given to projects located in traditional downtowns, neighborhood commercial nodes, and Geographically Disadvantaged Areas⁵.
3. **Capacity:** The applicant, consultant or individual member of the development team must have experience implementing a project of a similar scope.
4. **Long-term impacts:** Competitive applicants will be able to articulate how the proposal will have a long-term impact in the community including addressing how the project will enable growth in population and tax revenue.
5. **Financial Viability:**
 - Demonstrate long-term financial viability of the project
 - Demonstrate financial need for the incentive award
 - Demonstrating that all other financing sources have been exhausted.
6. **Local and Regional Impact Considerations:**
 - Project should demonstrate how it supports the vision and goals stated in the local master plan, downtown plan, capital improvements plan and/or economic development strategy.
 - Project should demonstrate the readiness of infrastructure – utilities, housing, transportation, public transit, and other community services. Is the project filling available capacity or creating need for new community or state investments in infrastructure/resources?
 - The most competitive proposals will include a financial contribution from the local unit of government.
7. **Additional programing, partnership and design considerations** may be incorporated into funding round applications.

All RAP Program awards shall be memorialized by final written agreement with terms and conditions in accordance with these RAP Guidelines, MEDC approval, and any other applicable laws. These terms and conditions shall otherwise be satisfactory to the MEDC, and shall include, without limitation, performance-based milestones governing disbursements, repayment provisions, and periodic reporting to facilitate the MEDC's report to the Michigan Legislature. The RAP Program agreements shall also include a provision for repayment due to breach of the written agreement or failure to meet measurable milestones.

⁵ Geographically Disadvantaged Areas are defined as economically distressed and historically underinvested census tracts and counties, especially in urban and rural areas, that tend to experience relatively high unemployment and low household incomes. MEDC and the State of Michigan operationalize geographically disadvantaged areas to constitute Treasury-designated Opportunity Zones and Small Business Administration-defined HUBZones (Historically Underutilized Business Zones).



November 22, 2024

CITY OF NORTHVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
 215 West Main
 Northville, MI 48167

Attn: Lori Ward
 DDA Director

Re: Revitalization and Placemaking (RAP) Place-Based Infrastructure Funding Application
 Proposal for Professional Services

Dear Ms. Ward:

Thank you for the opportunity to submit this proposal for professional services assisting the Northville Downtown Development Authority (DDA) on the Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking (RAP) Program Place-Based Infrastructure Funding Application.

PROJECT UNDERSTANDING

The Northville DDA is considering seeking grant funding through the RAP 3.0 Program Place-Based Infrastructure Funding Application administered by the MEDC. The application would be for construction costs related to the streetscape improvements on Main Street between Center Street and Hutton Street. The proposed work is to formalize the flexible use of Main Street as an extension of Northville Town Square by removing the curbs to create a flush and walkable surface that can be enjoyed fully by pedestrians when the street is closed to vehicles. Additionally, streetscape features such as street trees, landscaping, brick pavers, and a snowmelt system are included in the project. Green stormwater infrastructure in the form of rain gardens is also proposed.

A preliminary engineering review of the curbless Main Street was completed in October 2024 including an engineered plan view, cross section, and opinion of probable construction cost. These documents and findings will be used as the basis for the grant application.

SCOPE OF SERVICES

OHM Advisors will assist the DDA with completing the following tasks, listed below.

Task 1 – DDA & OHM Kickoff Meeting

Under this task, OHM will hold a kick-off meeting to discuss project scope and schedule. Specific work efforts for additional meetings are as follows:

- ▶ Prepare and distribute meeting agenda.
- ▶ Meet to discuss scope and schedule. It is assumed that this will be a virtual meeting.
- ▶ Prepare and distribute meeting minutes with action items, if any.



Task 2 – Grant Application & Materials

Under this task OHM will assist the DDA in the grant application. OHM will also provide as-needed coordination support between the grant administrator, the DDA, and the City. Specific work efforts are as follows:

- ▶ Complete and submit application on behalf of the DDA and City of Northville. This includes writing narratives required for grant efforts, with the exception of those provided by the City as indicated below.
- ▶ Draft supplemental documents for City and DDA review and finalize after any comments. Expected documents are as follows:
 - Construction Cost Estimate
 - Photos of the Site
 - Site Plans & Other Design Documents
- ▶ Coordinate with the City and DDA on decisions and documents furnished by the City or DDA. Expected documents to be furnished by DDA or City are as follows:
 - Letter(s) of Support
 - Prior Planning Documents with Community Engagement
 - Evidence of Funding Commitments
 - Proof of Review by Organization Representing People with Disabilities
 - Narratives regarding programming, cultural/social engagement, and use of the space by small business owners.

SCHEDULE

OHM is prepared to commence work on this project immediately upon receipt of your written authorization to proceed. Applications are due on January 30, 2025.

FEE & AUTHORIZATION

OHM Advisors will provide the above-outlined professional services in accordance with the following fee schedule. Our professional services will be performed on a Lump Sum basis in accordance with our General Engineering Services Contract with the City. If the DDA accepts our proposal, please sign and date the proposal on the next page and return to our office at your convenience.

<u>Task & Description</u>	<u>Fee</u>
Design (Tasks 1 and 2)	\$2,500(Lump Sum)

We look forward to collaborating with the Northville DDA on this project, and we appreciate this opportunity. Please do not hesitate to contact me with any questions.

Sincerely,
OHM Advisors

Alex Blehm, PE
Project Manager

cc: George Tsakoff, OHM
Claire Martin, OHM



Future Meetings / Important Dates:

November 22 – 24 Holiday Greens Market

November 26 DDA Board Meeting 8:30am

December 2 City Council 7:00pm

December 3 Planning Commission 7:00pm

December 3 Holiday Tree Lighting at Northville Community Center

December 7 – 14 Christmas in the Village & Festival of Trees

December 7 Children's Christmas Workshop

December 7 Owl Prowl at Maybury Farms

December 7 Northville Chorale Concert

December 7 & 14 DDA Holiday to Remember

December 8 & 15 Santa in Town Square

December 8 Executive Committee 8:30pm

December 13 Holiday Pops with the Phil at the Marquis

December 14 There's Snow Place Like Northville Family Day at The Art House

December 16 City Council 7:00pm

December 17 DDA Board Meeting 8:30am

December 17 Planning Commission 7:00pm

December 20 Holiday Celebration Luncheon at the Northville Community Center