



Meeting of the DDA Board of Directors
Meeting Room A
June 21, 2022 - 8:00 a.m.

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. May 2022 Financial Statement (Attachment 4.a)
 - b. May 2022 Invoice Report (Attachment 4.b)
 - c. May 9, 2022 Joint Meeting Minutes (Attachment 4.c)
 - d. May 17, 2022 Meeting Minutes (Attachment 4.d)
 - e. 4th Quarter Budget Amendments (Attachment 4.e)
 - f. 4th Quarter Budget Amendment Explanations (Attachment 4.f)
 - g. May EV Charging Usage (Attachment 4.g)
5. Downtown Street Closure Update
 - a. Establishment of an Advisory Committee (Attachment 5.a)
 - b. RFP for Design Service
6. Purchase of Replacement Lighting Fixtures (Attachment 6)
7. Purchase of Decorative Bollards for Comerica Community Connection (Attachment 7)
8. Committee Information and Updates
 - a. Design Committee – No Report
 - b. Marketing Committee – Shawn Riley (Attachment 8.b)
 - i. Dancin' in the Ville – Jeri Johnson (Attachment 8.b.i)
 - c. Parking Committee – No Report
 - d. Organizational Committee – No Report
 - e. Economic Development Committee – No Report
 - f. Sustainability Committee – Dave Gutman
 - i. Place Making Committee – Dave Gutman

9. Future Meetings / Important Dates
 - a. Sustainability Committee Meeting – No meeting
 - b. Economic Development Committee - TBD
 - c. Marketing Committee Meeting – July 7, 2022
 - d. Design Committee Meeting – July 11, 2022
 - e. Executive Committee Meeting – July 13, 2022
 - f. DDA Board Meeting – July 19, 2022
 - g. Parking Committee – TBD
10. Board and Staff Communications
11. Adjournment – Next Meeting July 19, 2022

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE
PERIOD ENDING 05/31/2022
% Fiscal Year Completed: 91.78
MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 05/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	769,414.00	767,750.00	767,750.46	0.00	(0.46)	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(500.00)	5,000.00	6,225.64	(28.43)	(1,225.64)	124.51	
248-000-451.000	DDA OPERATING LEVY	64,025.00	63,393.00	63,392.55	0.00	0.45	100.00	
	PROPERTY TAXES	832,939.00	836,143.00	837,368.65	(28.43)	(1,225.65)	100.15	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	0.00	180.00	180.00	0.00	0.00	100.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	0.00	15,000.00	9,819.13	(870.00)	5,180.87	65.46	
	LICENSES, FEES, & PERMITS	0.00	15,180.00	9,999.13	(870.00)	5,180.87	65.87	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	34,000.00	39,868.00	39,868.04	0.00	(0.04)	100.00	
	STATE REVENUES	34,000.00	39,868.00	39,868.04	0.00	(0.04)	100.00	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	1,430.00	995.87	0.00	434.13	69.64	
	MISCELLANEOUS REVENUES	200.00	1,430.00	995.87	0.00	434.13	69.64	
INTEREST								
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	75.00	30.00	72.80	0.00	(42.80)	242.67	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	8,000.00	6,650.00	5,470.66	0.00	1,179.34	82.27	
248-000-665.400	INVESTMENT POOL BANK FEES	0.00	(100.00)	(37.62)	0.00	(62.38)	37.62	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(600.00)	(750.00)	(602.20)	(54.08)	(147.80)	80.29	
248-000-665.600	BANK LOCKBOX FEES	0.00	(200.00)	(143.68)	(17.18)	(56.32)	71.84	
248-000-665.700	CUSTODIAL FEES	(125.00)	(140.00)	(115.53)	0.00	(24.47)	82.52	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(18,000.00)	(20,898.45)	0.00	2,898.45	116.10	
	INTEREST	7,350.00	(12,510.00)	(16,254.02)	(71.26)	3,744.02	129.93	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	0.00	1,160.00	1,360.00	200.00	(200.00)	117.24	
	RENTAL INCOME	0.00	1,160.00	1,360.00	200.00	(200.00)	117.24	
GRANTS & OTHER LOCAL SOURCES								
248-000-674.020	SPONSORSHIPS - HEAT IN THE STREET	3,000.00	650.00	625.00	0.00	25.00	96.15	
248-000-677.000	SPONSORSHIPS	30,000.00	31,000.00	38,795.10	3,600.00	(7,795.10)	125.15	
	GRANTS & OTHER LOCAL SOURCES	33,000.00	31,650.00	39,420.10	3,600.00	(7,770.10)	124.55	
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	0.00	22,688.00	0.00	0.00	22,688.00	0.00	
	FUND BALANCE RESERVE	0.00	22,688.00	0.00	0.00	22,688.00	0.00	
Total Dept 000		907,489.00	935,609.00	912,757.77	2,830.31	22,851.23	97.56	
TOTAL REVENUES		907,489.00	935,609.00	912,757.77	2,830.31	22,851.23	97.56	

PERIOD ENDING 05/31/2022
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MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 05/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	13,740.00	11,500.00	7,136.60	0.00	4,363.40		62.06
248-573-707.000	WAGES - REGULAR OVERTIME	1,185.00	500.00	116.68	0.00	383.32		23.34
248-573-725.000	FRINGE BENEFITS	14,595.00	11,000.00	5,893.09	0.00	5,106.91		53.57
248-573-801.020	AUTOMOTIVE SERVICE	500.00	525.00	382.56	0.00	142.44		72.87
248-573-943.000	EQUIPMENT RENTAL - CITY	10,215.00	11,115.00	9,574.60	0.00	1,540.40		86.14
Total Dept 573 - DPW SERVICES		40,235.00	34,640.00	23,103.53	0.00	11,536.47		66.70
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,635.00	15,825.36	1,280.96	1,809.64		89.74
248-741-707.000	WAGES - REGULAR OVERTIME	0.00	90.00	90.00	0.00	0.00		100.00
248-741-709.000	WAGES - PART TIME	55,960.00	61,850.00	41,119.16	4,593.60	20,730.84		66.48
248-741-725.000	FRINGE BENEFITS	11,525.00	12,880.00	10,225.97	952.35	2,654.03		79.39
248-741-726.000	SUPPLIES	575.00	500.00	421.12	421.12	78.88		84.22
248-741-775.200	DOWNTOWN MATERIALS	20,400.00	23,345.00	23,529.73	1,290.52	(184.73)		100.79
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	0.00	1,800.00	1,036.77	435.01	763.23		57.60
248-741-775.900	FUEL & OIL	400.00	750.00	695.20	195.28	54.80		92.69
248-741-801.000	CONTRACTUAL SERVICES	25,930.00	30,690.00	19,942.73	2,394.26	10,747.27		64.98
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,981.50	380.00	1,018.50		74.54
248-741-920.010	ELECTRIC POWER	5,390.00	4,390.00	3,628.41	77.72	761.59		82.65
248-741-920.020	NATURAL GAS	8,250.00	8,250.00	18,347.95	110.02	(10,097.95)		222.40
248-741-920.030	WATER & SEWER SERVICE	8,860.00	8,860.00	2,051.21	0.00	6,808.79		23.15
248-741-938.120	LANDSCAPE MAINTENANCE	32,310.00	32,310.00	18,127.42	4,031.03	14,182.58		56.10
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	0.00		0.00
248-741-955.210	SIGNAGE & MARKERS PROJECT	0.00	12,000.00	0.00	0.00	12,000.00		0.00
248-741-962.500	VEHICLE INSURANCE	400.00	406.00	406.00	0.00	0.00		100.00
248-741-976.010	STREET FURNISHINGS	10,700.00	23,000.00	1,380.00	0.00	21,620.00		6.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	3,060.00	0.00	0.00	3,060.00		0.00
Total Dept 741 - DESIGN COMMITTEE		204,290.00	245,816.00	159,808.53	16,161.87	86,007.47		65.01
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,635.00	15,825.33	1,280.94	1,809.67		89.74
248-742-709.000	WAGES - PART TIME	14,595.00	14,595.00	14,047.30	1,238.00	547.70		96.25
248-742-725.000	FRINGE BENEFITS	8,125.00	8,130.00	7,449.67	610.39	680.33		91.63
248-742-726.000	SUPPLIES	100.00	0.00	0.00	0.00	0.00		0.00
248-742-801.000	CONTRACTUAL SERVICES	60,000.00	55,365.00	38,423.00	3,175.00	16,942.00		69.40
248-742-801.340	WEB SITE MAINTENANCE	900.00	1,355.00	839.16	90.24	515.84		61.93
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,000.00	44,300.00	39,092.16	0.00	5,207.84		88.24
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	2,750.00	0.00	0.00	2,750.00		0.00
Total Dept 742 - MARKETING COMMITTEE		152,060.00	144,130.00	115,676.62	6,394.57	28,453.38		80.26
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	8,795.00	8,820.00	7,912.90	640.50	907.10		89.72
248-743-709.000	WAGES - PART TIME	1,460.00	1,460.00	1,404.81	123.81	55.19		96.22
248-743-725.000	FRINGE BENEFITS	3,610.00	3,615.00	3,291.20	266.97	323.80		91.04
248-743-726.000	SUPPLIES	50.00	0.00	23.29	0.00	(23.29)		100.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	50,000.00	0.00	0.00		100.00
248-743-995.230	O/T TO PARKING FUND	120,900.00	120,900.00	95,900.00	0.00	25,000.00		79.32

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		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2022 NORM (ABNORM)	MONTH 05/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Total Dept 743 - PARKING COMMITTEE		184,815.00	184,795.00	158,532.20	1,031.28	26,262.80	85.79
Dept 744 - ORGANIZATIONAL COMMITTEE							
248-744-706.000	WAGES - REGULAR FULL TIME	21,990.00	22,045.00	19,782.07	1,601.22	2,262.93	89.73
248-744-709.000	WAGES - PART TIME	28,100.00	28,100.00	22,673.59	2,418.98	5,426.41	80.69
248-744-725.000	FRINGE BENEFITS	9,305.00	9,315.00	9,868.89	844.95	(553.89)	105.95
248-744-726.000	SUPPLIES	850.00	2,850.00	2,233.72	45.25	616.28	78.38
248-744-730.000	POSTAGE	100.00	50.00	31.80	0.00	18.20	63.60
248-744-731.000	PUBLICATIONS	65.00	65.00	(3.00)	0.00	68.00	(4.62)
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	4,435.00	5,315.00	4,665.41	91.90	649.59	87.78
248-744-802.010	LEGAL SERVICES - GENERAL	3,500.00	5,500.00	7,246.50	1,536.00	(1,746.50)	131.75
248-744-805.000	AUDITING SERVICES	5,105.00	5,105.00	5,104.00	0.00	1.00	99.98
248-744-900.000	PRINTING & PUBLISHING	1,315.00	1,315.00	647.76	0.00	667.24	49.26
248-744-920.000	UTILITIES	1,420.00	1,300.00	1,187.67	107.97	112.33	91.36
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	1,395.00	0.00	0.00	100.00
248-744-960.000	EDUCATION & TRAINING	850.00	350.00	139.99	0.00	210.01	40.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	6,280.00	6,338.00	5,218.82	0.00	1,119.18	82.34
248-744-965.000	OVERHEAD - ADMIN & RECORDS	12,960.00	12,960.00	12,960.00	0.00	0.00	100.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		97,670.00	102,003.00	93,152.22	6,646.27	8,850.78	91.32
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE							
248-745-706.000	WAGES - REGULAR FULL TIME	21,990.00	22,045.00	19,781.14	1,601.18	2,263.86	89.73
248-745-709.000	WAGES - PART TIME	2,920.00	2,920.00	2,809.41	247.60	110.59	96.21
248-745-725.000	FRINGE BENEFITS	8,970.00	8,975.00	8,173.33	662.62	801.67	91.07
248-745-726.000	SUPPLIES	150.00	100.00	0.00	0.00	100.00	0.00
248-745-801.000	CONTRACTUAL SERVICES	0.00	0.00	910.00	910.00	(910.00)	100.00
248-745-803.200	PLANNING & DESIGN STUDIES	0.00	15,000.00	10,000.00	0.00	5,000.00	66.67
248-745-955.190	BUSINESS RETENTION PROGRAM	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		34,530.00	49,540.00	41,673.88	3,421.40	7,866.12	84.12
Dept 906 - DEBT SERVICE							
248-906-995.303	O/T TO DEBT SERVICE FUND	174,685.00	174,685.00	174,685.00	0.00	0.00	100.00
Total Dept 906 - DEBT SERVICE		174,685.00	174,685.00	174,685.00	0.00	0.00	100.00
Dept 999 - RESERVE ACCOUNTS							
248-999-999.000	UNALLOCATED RESERVE	19,204.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		19,204.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		907,489.00	935,609.00	766,631.98	33,655.39	168,977.02	81.94
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		907,489.00	935,609.00	912,757.77	2,830.31	22,851.23	97.56
TOTAL EXPENDITURES		907,489.00	935,609.00	766,631.98	33,655.39	168,977.02	81.94

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GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET	05/31/2022 NORM (ABNORM)		MONTH 05/31/22 INCR (DECR)	NORM (ABNORM)	BALANCE		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
NET OF REVENUES & EXPENDITURES		0.00	0.00	146,125.79		(30,825.08)		(146,125.79)		100.00

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 741 DESIGN COMMITTEE							
248-741-726.000	SUPPLIES	OFFICE DEPOT	28571763 COFFEE, SWEETNER, POST IT	237788711001	06/01/22	56.78	118170
248-741-726.000	SUPPLIES	OFFICE DEPOT	28571763 COFFEE CREAMER	237814039001	06/01/22	17.34	118170
248-741-726.000	SUPPLIES	NORTHVILLE STITCHING P	GROUNDKEEPER & OFFICE STAFF WEARAB	658998	06/01/22	347.00	118200
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322538839337 - DDA DOWNTOWN SUP	041322	05/04/22	307.30	118016
248-741-775.200	DOWNTOWN MATERIALS	JESSICA HOWLIN	CHOLRINE FOR FOUNTAIN CLEANING	043022	05/18/22	63.60	118153
248-741-775.200	DOWNTOWN MATERIALS	AARONSON MANAGEMENT, I	WIFI SIGNS, BIKE SIGNS	1-34680	06/01/22	210.00	118191
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	KEY TAGS, MULCH, PAINT SPRAYER, SUP	6035322538839337	06/01/22	773.22	118199
248-741-775.210	SOCIAL DISTRICT EXPENDITUF	AARONSON MANAGEMENT, I	STAGE BANNER, SOCIAL DISTRICT SIGNS	1-34618	05/18/22	140.00	118101
248-741-775.210	SOCIAL DISTRICT EXPENDITUF	JESSICA HOWLIN	CORN HOLE BAGS REIMBURSEMENT	9046166	05/18/22	72.04	118153
248-741-775.210	SOCIAL DISTRICT EXPENDITUF	DETROIT CHEMICAL & PAP	TABLE WIPES - DDA	463947	05/18/22	132.97	118127
248-741-775.210	SOCIAL DISTRICT EXPENDITUF	AARONSON MANAGEMENT, I	A-FRAME SIGNS SOCIAL DISTRICT	1-34665	06/01/22	90.00	118191
248-741-775.900	FUEL & OIL	JACOB ARENZ	MILEAGE FOR USE OF PERSONAL VEHICLE	05062022	05/18/22	134.55	118155
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	SECURITY CAMERA SYSTEM, SOFTWARE &	34688	06/01/22	78.16	118035
248-741-801.000	CONTRACTUAL SERVICES	DUFF UNIVERSAL LIFE SO	DDA WEEKEND TRASH PICKUP	9985	05/04/22	100.00	118036
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	050922	05/18/22	299.00	500479
248-741-801.000	TOIWN SQ WIFI APRIL	COMMUNITY FINANCIAL CR	CHARGES 4/1/22 - 4/30/22	051022	05/18/22	250.75	118120
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	SPRING TURN ON AND MAINTENANCE - SP	208519	05/18/22	1,006.35	118097
248-741-801.000	CONTRACTUAL SERVICES	SHERWIN WILLIAMS - CAN	PAINT FOR PLANTERS DOWNTOWN	5103-3	05/18/22	660.00	118122
248-741-801.000	COMCAST TOWN SQ WIFI	COMMUNITY FINANCIAL CR	MAY 2022 CHARGE CARD ACTIVITY	MAY 2022	06/15/22	249.67	118311
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY PORTA POTTY RENTAL	15572	05/04/22	185.00	118013
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY PORTA POTTY RENTAL	16014	06/01/22	195.00	118197
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 4/15/22 - 5/16/22	4/15/22 - 5/16/22	06/01/22	77.72	118187
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 4/5/22 - 5/2/22	050122	05/18/22	110.02	500477
248-741-938.120	LANDSCAPE MAINTENANCE	PRIELIPP FARMS	FLATS OF FLOWERS FOR DOWNTOWN	0116	06/01/22	200.00	118174
248-741-938.120	LANDSCAPE MAINTENANCE	HOME DEPOT CREDIT SERV	KEY TAGS, MULCH, PAINT SPRAYER, SUP	6035322538839337	06/01/22	1,151.55	118199
248-741-938.120	LANDSCAPE MAINTENANCE	DIANE PITTAWAY	PERENNIALS DOWNTOWN - REIMBURSEMENT	05052022	06/01/22	221.72	118206
248-741-938.120	LANDSCAPE MAINTENANCE	FOUR STAR SALES LLC	DOWNTOWN FLOWERS	1169353	06/01/22	129.86	118215
248-741-938.120	LANDSCAPE MAINTENANCE	FOUR STAR SALES LLC	FLOWERS DOWNTOWN	1169352	06/01/22	2,256.30	118215
248-741-938.120	LANDSCAPE MAINTENANCE	WILDTYPE DESIGN, NATIV	LANDSCAPE PLANTS	FM8778	06/01/22	32.00	118223
248-741-938.120	LANDSCAPE MAINTENANCE	JACOB ARENZ	MULCH - REIMBURSE EMPLOYEE	042922	06/01/22	39.60	118227
Total For Dept 741 DESIGN COMMITTEE						9,587.50	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	MONTHLY GRAPHIC DESIGN FEES	059	05/04/22	560.00	118022
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	STAGE BANNER, SOCIAL DISTRICT SIGNS	1-34618	05/18/22	300.00	118101
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	CONCERT SPONSOR SIGNS	1-34628	05/18/22	315.00	118101
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	NORTHVILLE 6-2022	06/01/22	2,000.00	118176
248-742-801.340	MONTHLY MAIL MARKETING SU	COMMUNITY FINANCIAL CR	CHARGES 4/1/22 - 4/30/22	051022	05/18/22	90.24	118120
248-742-801.340	MAILCHIMP MONTHLY SUBSCRI	COMMUNITY FINANCIAL CR	MAY 2022 CHARGE CARD ACTIVITY	MAY 2022	06/15/22	56.99	118311
Total For Dept 742 MARKETING COMMITTEE						3,322.23	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-726.000	SUPPLIES	OFFICE DEPOT	28571763 COMPOSITION BOOKS, MARKERS	237513457001	05/04/22	10.79	117984
248-744-726.000	SUPPLIES	OFFICE DEPOT	28571763 PAPER, BINDER CLIPS, MEETI	237539135001	05/04/22	20.81	117984
248-744-726.000	SUPPLIES	HOME DEPOT CREDIT SERV	KEY TAGS, MULCH, PAINT SPRAYER, SUP	6035322538839337	06/01/22	13.65	118199
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE WIFI	05162022	06/01/22	91.90	118183
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE MARCH 22 (127815	05/04/22	584.00	118027
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE APRIL 2022	128128	05/18/22	952.00	118134
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	050922	05/18/22	32.97	500479
Total For Dept 744 ORGANIZATIONAL COMMITTEE						1,706.12	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						14,615.785	

DOWNTOWN DEVELOPMENT AUTHORITY
Joint Town Hall Meeting of the DDA Board of Directors and City Council
May 9, 2022

The May special joint meeting of the DDA Board and City Council was called to order at 7:00 pm by Mayor Brian Turnbull.

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Mike Jaafar, Ryan McKindles, Greg Presley, Shawn Riley, Marilyn Price/City Council, Barbara Morowski-Brown/City Council, Andrew Krenz/City Council, John Carter/City Council*

Absent: *Aaron Cozart, Jim Long, Greg Richards, Mary Starring*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, 30 Citizens, 41 Citizens via Zoom*

WELCOME – MAYOR BRIAN TURNBULL

Mayor Turnbull welcomed all attendees and said tonight is a forum for any comments on the street closures.

INTRODUCTION AND COMMENTS – SHAWN RILEY, DDA CHAIR

Riley began by thanking all for attending the co-sponsored Town Hall meeting with the DDA and City Council. The meeting was scheduled to share results of the Street Closure Survey and provide business owners and residents a chance to express any additional feedback and opinions on the closures. There will be no action taken at the Town Hall meeting this evening. Tuesday, May 17, at 8:00 am, is the next DDA Board meeting to discuss a DDA recommendation to City Council. The meeting is open to the public and will be held in Meeting Room A of City Hall.

Riley said that over the past two years, many changes have taken place due to the pandemic. In March 2020 in response to the Covid-19 pandemic, the Governor's Executive Order closed all retail, restaurants, service and nonessential businesses. In June 2020 restrictions loosened and City Council approved street closures on E. Main Street from Hutton to Center Streets, and N. Center from Main to Dunlap Streets to vehicular traffic. Restaurants were allowed to expand outdoor dining areas and retailers were allowed to expand onto the sidewalk and streets. In August 2020, the DDA and City Council created a social district called The Twist, that allowed patrons the ability to purchase alcoholic beverages from participating businesses to be consumed throughout the downtown in designated commons areas.

In October 2020, the downtown street closures were extended to March 2021. In November 2020, businesses were closed again by the State of Michigan. Businesses placed heated outdoor structures to serve patrons outdoors during colder temperatures. The DDA, with support of the local business community, established Heat in the Street and added vending stands and dining pods.

In January 2021, the DDA and City of Northville sponsored a Town Hall meeting to discuss street closures. The following month, City Council voted to keep the streets closed through April 2022. In October 2021, City Council extended the street closures further until November 2022. This past winter with restaurants fully opened, the outdoor structures did not get used as much. This prompted the discussion on whether to continue to keep the streets closed or open them to vehicular traffic. Working together with City Planners at Carlisle Wortman, the DDA developed a survey to address whether to keep the streets closed or reopen them. The survey closed on May 2nd. Over 4,000 surveys were completed and roughly 2,000 comments were received on the issue.

REVIEW OF STREET CLOSURE SURVEY RESULTS – JOE BLAIR, CARLISLE WORTMAN

Joe Blair of Carlisle Wortman presented the results of the survey to members of the City Council and DDA as well as the business and residential community. Joe provided information on how the survey was conducted and reviewed the results. The written comments that were provided are available on both the City and DDA websites. The link was provided at the conclusion of the meeting.

Blair said he was part of the team that put together the survey and analysis of the data. The streets were closed to help downtown business and restaurants during Covid. The closures are currently set to expire on November 7, 2022. The survey opened on April 11, 2022 and closed on May 2, 2022 and received over 4,000 responses. Approximately 1,500 participants identified as City residents (37%) and about 400 were residents of Downtown Northville (10%). The largest response group was Northville Township with 1,563 responses (39%). The “other” category included residents of nearby communities, people in the Northville school district and nearby businesses. Of the 4,000 respondents, 52% identified as frequenting the downtown weekly. In terms of visiting the downtown during Covid, 37% said their visits increased, 30% decreased and 33% stayed the same.

Additionally, there were 137 business owners that self-identified as the following: 23 restaurants, 56 service providers, 30 retailers and 28 office sectors. There were 67 responses from Downtown property owners. Of the survey respondents, 80% were in favor of continuing the social district and 53% wanted to expand the social district. Also, 56% of participants were in favor of continuing street closures and of those respondents, 84% believed that if street closures were maintained, they would be in favor of keeping the outdoor dining structures.

A member of the audience asked if survey questions were weighted. Turnbull said this will be recorded as a public comment that can be answered but the meeting is not

designed to be a Q & A session. Blair said the data is strictly raw numbers pulled from the survey and was not weighted in any way.

Blair said that overall, 52% of City of Northville respondents are from Wayne County and 48% are from Oakland County. Downtown property owners accounted for 61 responses, with 31% being outside the main areas, 30% on E. Main St., 16% on W. Main St., 18% on N. Center St., and 5% on S. Center St.

Regarding the question on whether street closures should continue, 74% are in favor of streets remaining closed with 56% responding yes on both streets, 17% only want Main St. closed, 1% would like only Center St. closed and 26% want to reopen the streets. The question on when streets should be closed, which was only asked to respondents that wanted to maintain street closures, 60% said continuously until further action is taken by City Council and approximately 40% wanted to see seasonal closures. Of the respondents that wanted the streets reopened, 85% wanted streets reopened immediately and 15% wanted to reopen when the current agreement expires on November 7, 2022.

Jaafar asked for clarification on the survey question, “how respondents get downtown”, because the response rate was over 100%. Blair said people were able to select more than one option on that question which created the over 100% response rate. McKindles asked if the survey could be broken down by business owners for closures in the four areas, East and West Main and North and South Center Streets. Blair said the business owner responses are sorted with 67% of the 57 business owners on E. Main Street responding yes, 60% of the 15 owners from W. Main Street responding yes, 86% of the 35 business owners on N. Center replied yes, 60% of the 10 S. Center business owners replied yes and 56% of the 16 respondents in the “Other” category replied yes.

Prescott asked if there was a further breakdown on type of business. Blair said of the 23 restaurant owners that replied, 78% are in favor of street closures. Of the 30 retailers that replied, 70% are in favor of continuing closures. Of the 55 service industry responses, 62% are in favor of continuing closures and of the 27 offices that replied, 78% are in favor of closures. McKindles asked if there was a similar breakdown for residential. Blair shared an added slide that outlined that over 70% of City residents, Downtown residents, Business (Manager, Employee, Owners), Township and Other are in were in favor of the street closures. The “Other” category includes people in the Northville School District, worship in Northville, shop and dine in Northville and so on. Responses can be broken down further if needed.

Riley opened the floor to audience comments and noted that comments are limited to 3 minutes to allow as many people to participate as possible. Turnbull reminded attendees that by speaking, their comments will be rebroadcasted.

AUDIENCE COMMENTS

Dean Parasakis, 278 Cherry Lane – Carlisle Wortman did an excellent job breaking down the survey and categorizing the results. The Township and City’s combined population is about 35,000 – 40,000 people. Unfortunately, this means the DDA/City

only surveyed about 15% of the Northville community. Many thanks for the report and to all that are making the decision going forward. Perhaps the DDA/City needs to find another way to reach a greater number of citizens.

Dennis Engerer, 999 Coldspring – Engerer works and lives downtown. Closing the downtown served its purpose at one time and helped, but now it is time to reopen. Restaurants are doing well and downtown looks beautiful. Engerer loves when people come downtown and is proud to live in this community. The rerouted traffic has caused congestion through residential areas and is a real problem. The town is doing well now and it looks unsightly with roadblocks. The road closures were a great initiative during the pandemic but is now unattractive and not used. Restaurant customers are able to sit inside again and its time to get back to normal.

Sara Prescott, 441 Depot Circle – Prescott stated she is not here to speak on behalf of anyone else but herself. Businesses and property owners rely on the DDA and Council to make the right decision. Prescott is concerned for the livelihood and vibrancy long term. Prescott hopes the decision City Council makes will be in the context of what it would look like to be failing as a city and what would indicate a problem, such as losing foot traffic and vibrancy downtown. One of the most visible things Prescott misses is the parades going through downtown. The thought of the restaurant/retail structures out permanently and never seeing a parade on Main Street is really sad. Are these structures fully being used and it at what cost to the community? If it was really packed all the time, Prescott would support the structures. If they are not being used, how does the DDA assess what people say they are going to do and what is actually done?

Jim Neild, 18324 Arselot – Neild has been a resident for 51 years. Neild thinks the survey is totally missing something. It never surveyed returning to 2018/2019 when outdoor dining platforms were used by the restaurants and the streets were opened. Neild thinks the DDA/City should return to outdoor platform dining. Keep the streets open and offer the platforms again. It was a success and the DDA/City had a lot of compliments. Everybody is concerned about traffic when the Downs project starts. To have both streets closed would create traffic congestion. Neild is not sure anyone in this room has had five meals outdoors this year, outdoor dining is very seasonal.

Steven Penn, Secretary/Treasurer at the Masonic, 106 E. Main – The Masons started opening more the past few months because the covid restrictions have been lifted. The Masons have a lot of older members that can't walk very far. It would be good to reopen the streets so members could easily access the building. Penn has been downtown several times over the past few months and it is dead during the week. Penn thinks it would help the Masons and help Genitti's too.

Paul Sklut, 512 Dunlap – Sklut is astounded on what he's hearing tonight given what was shown on the slides. It doesn't seem like businesses are upset about the streets being closed. Sklut likes it and feels safer having dinner outside with the streets closed. It feels European but agree it could look a little nicer if it becomes permanent.

Susan Haifleigh, 308 S. Wing St. - Haifleigh filled out the survey. Haifleigh was one of the early supporters of street closures, especially as it affects residents directly just

south of the post office. Haifleigh was a clear no for continuing closures. First, Haifleigh thinks it's time to look at future solutions for Northville, and agrees with a couple people that already spoke. The 'respondents' category is problematic; the DDA not getting a lot of respondents in the City. The DDA aren't city planners and street closures do not typically work. It's easy to love the beauty of what it looks like now, but Haifleigh doesn't think it's a solution for the future of Northville. Haifleigh is concerned about the Downs and Foundry Flask. The City is going to have closures on Cady and North/South Center and will take place for 5-6 years. If the DDA continues closures, there will be problems in the community. Haifleigh wants to thank the DDA for their work, but caution them to stay open minded with the survey and what is right for the community.

Michelle Pratt, 19015 Denali Circle – Pratt hears some businesses have a hard time with commuting and getting to work. Perhaps keeping one side of the street closed where there is live music would be a solution. It's a lot safer knowing we can bring our families downtown without worrying about traffic.

Janine Bauchat, 220 Hill St. – Bauchat works in Northville and is downtown every day and also raised her children in Northville. Bauchat sees young families enjoying downtown taking full advantage of the street closures daily. The survey is not meant to have everyone in the community answer. It should show a portion of the community and information can be extrapolated from that. The survey has been well thought out and executed. Bauchat's experience is it has been a really positive thing for business. Bauchat appreciates the work the DDA has done to make it successful. Bauchat also appreciates the support of the social district and City.

Aleya Pieniadz, 1072 Horton – Pieniadz and her family moved here a year ago. One reason the family moved here was walkability. Pieniadz walks into downtown with her young kids 2-3 times a week, even more in summer. Even in January, Pieniadz comes downtown 2-3 times per week. Pieniadz has eaten downtown at least once a week since January. Pieniadz has friends that come from Farmington Hills, West Bloomfield, Northville Township, and they all walk in together from her home. It's a safe walk and when the group gets downtown, they breathe a sigh of relief because they don't have to be on top of everyone all the time. Right now, Pieniadz's kids are too young to eat inside even without Covid. The family really enjoys having the option to dine outdoors. Pieniadz thinks the DDA should continue to keep the streets closed.

Lauren Johnson, 47234 Dunson Rd. – Johnson's family and extended family all have homes in the City of Northville. Johnson's son and wife also have a business in Northville. They have all enjoyed the peaceful atmosphere in the downtown. The Johnson's really love the walkability of downtown. It's a calmer atmosphere. It's quieter, calmer and nicer without traffic and exhaust fumes. Johnson noticed people downtown feel more comfortable.

John Watkins, 326 Debra Ln. – First, Watkins is concerned with the results of the survey. To do a test, Watkins was able to take the survey twice. As far as results, he questions them. Also, the City already has a Town Square, it's been there for years, concerts are there, events are there, his family has gone several times. A large reason the Watkins family moved here is the quaint downtown/small town America feel. Now it

feels more like Europe. They don't want to live in Europe, they want to live in America. Watkins has parents that are in their mid-70's and are not too tech savvy. A lot of that population has been skipped because the survey was only online. Perhaps to get more citizens involved the surveys should have been mailed or delivered door-to-door. Maybe it should be a ballot issue, Watkins thinks it is that important. As others said, it feels like a ghost town during the week and the weekend is like a carnival atmosphere. As others mentioned, how will this affect traffic flow when the Downs project begins.

Blair said in response to the duplicate survey taking that some people have multiple people in a household. As a control, Carlisle Wortman looked for surveys that were taken more than 5 times on the same IP Address. It happened a total of 7 times, representing 1.8% of the total number of surveys handed out. Those surveys were kept in the since many places have multiple residents living at one IP address. Carlisle Wortman and DDA did not want to disenfranchise anyone that uses public internet or has varied replies from the same household. Of 75 responses from 7 IP Addresses, there was one address that answered 24 times and one 15 times. They overall reflected the same percentages as the overall percentages. IP Addresses are linked to a specific computer – if users are in the same house on different devices, they are different IP address but if multiple respondents use the same computer, it links to the same IP address. Ward said that Carlisle Wortman also filtered for common phrases. Blair said of the 75 responses, no more than 50% had answers in common, they were all unique.

Nancy Kerry, 661 E. Main – Kerry liked the streets closed in summer months but in the winter months the streets were empty. They weren't plowed a lot of the time. Once the construction starts on the Downs, the City is going to need the streets open to accommodate traffic downtown.

Kathy Spillane, 487 W. Cady – Spillane agrees with Nancy Kerry and what she said about construction with the Downs project. It would increase northbound traffic on Wing Street. River Street would have to take some traffic too. Spillane knows navigating Wing St. takes a lot of patience with all the stop signs. By the time frustrated drivers get past that, they ignore pedestrians and drive recklessly. Spillane is concerned about safety. Spillane generally does not support the street closures.

Paul Gabriel, Owner of Browndog – Gabriel knows a big issue has been the dining structures not being used all winter. As a business owner they did not know if they were allowed to completely close the structures and if people were going to want to sit outside or inside. There were issues on how to heat the structures. Browndog had challenges and weren't able to effectively keep people warm and didn't properly use them. If Gabriel/Browndog knew the streets were going to be closed long term, they would be able to justify an investment into structures and outdoor dining.

Riley noted the restaurants cannot use propane with structures having 4 sides.

Mark Pastula, 227 N. Rogers – Pastula is not going to speak on behalf of the entire Historic District Commission but the increase in traffic on High Street has been unwarranted. The folks that have purchased homes did not buy it with anticipation that

Center would be closed. Pastula gets a general impression of folks in and around his neighborhood, that Center should be reopened and Main Street as well.

John Roby, 511 W. Dunlap – Roby believes the DDA/City should come to something stable in the downtown that everyone can do well. Main Street seems to work better and Roby can visualize traffic solutions that could work. Center is harder with trucks and traffic. Please consider carefully, if you choose to open Center and/or Main, keep the neighborhood speed, consider proper use of One-Way streets to integrate it well with Mary Alexander Court and Hutton. Roby would make sure Center does not return to a commuter clogged spot two times a day. There are better commuter options in the works. Roby asks for a fully thoughtful and balanced solution for whatever the DDA/City chooses to open. Use traffic engineering expertise to keep speeds down.

Mishelle Lussier, 548 W. Dunlap, also owner at 126 E. Main, and business owner at 102 E. Main – Lussier appreciates the survey. John Roby was dead on, whatever the DDA/City does, do it right this time. This is Lussier's 3rd time trying outdoor seating. Lussier feels leaving Main St. closed has made Northville more of a destination. People feel safe and want to come down. Lussier is not sure she agrees to go back to platform dining. Getting out to the platforms to feed people was difficult. And her business gets less people seated with platforms. If the DDA/City stays consistent and allows the overhangs now, Lussier agrees there should be a better job with how things look and is willing to help in any way she can with that. Lussier thinks if the DDA/City goes back to sporadic closings, she found that it got more complaints from people in town and customers because of the readjustment of traffic patterns, people didn't know when it would be closed. Lussier disagrees with the statement that town was dead in January. Anyone in town can agree, it is always dead in January. Comparing it with prior years her January numbers were the same as when streets were open.

Andrew Krenz, 541 Linden Ct. – Krenz thanked everyone all for their comments. Krenz is curious when a decision is made, will the DDA consider additional data. Will the DDA bring in financial numbers from businesses downtown? Krenz has heard that some businesses have done quite well with closures and some have not. It would be helpful to have more metrics on whether the closures have been successful.

Barbara Morowski-Brown said she will be looking for a further breakdown of the survey data to understand the types of respondents and connections in the City, which includes distribution of responses to help with decision making.

Riley said that one purpose of the DDA is to attract business to downtown and retain business as well. In the last two years, only one business was lost on Main St. – a juice shop that was connected to the Marquis. The DDA has done everything needed to help businesses survive. Next step is a DDA board meeting at 8:00 am on Tuesday May 17, 2022. It is open to the public and there will be more time for comments.

Ward said the agenda is on the City and DDA website. The DDA website has a pop up with the survey documentation results for anyone interested.

Motion by Turnbull, seconded by Boyd to adjourn the DDA Board meeting. Motion carried unanimously.

Meeting adjourned at 8:19 pm.

Respectfully submitted,
Jessica Howlin, Marketing & Administrative Assistant
Northville DDA

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
May 17, 2022

The May meeting of the DDA Board was called to order at 8:03 am.

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Mike Jaafar, Ryan McKindles, Greg Presley, Greg Richards, Shawn Riley, Mary Starring*

Absent: *Aaron Cozart, Jim Long*

Also Present: *Lori Ward/DDA Executive Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Dave Gutman/Resident, Fred Sheill/Resident, Marilyn Price/City Council, Barbara Morowski-Browne/City Council, Nancy Darga/Resident, Paul Gabriel, Brian Scherle. Greg Hannewald/Northville Police Department, Alan Maciag/Northville Police Department, Andrew Krenz/City Council, Jim Nield/Resident, Heather/Resident, John Carter, City Council*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by Presley, seconded by Turnbull, to approve the agenda and consent agenda. Motion carries.

DOWNTOWN STREET CLOSURE DISCUSSION

Ward said the survey results are included in the packet. The survey was issued on April 11 and open for three weeks, ending on May 2. The DDA received 4,053 responses from the survey. Of the respondents, 37% were City residents, 10% downtown residents, 39% Northville Township residents and a small amount of business owners, property owners, and adjacent communities. The respondents were split approximately in half between Wayne and Oakland County residents. Half of the business owners that were surveyed were of the service industry category, which was followed by the retail sector. Majority of respondents visited downtown daily or weekly, and likely felt strongly about the survey. The DDA learned that in the category of whether visits increased, decreased or stayed the same during Covid, the results were evenly split between the categories. Of the streets remaining closed, 56% voted to continue street closures on both streets. 17% of the respondents would like to see only Main St. closed and 1% replied in favor of only keeping Center St. closed. Of the respondents that voted to keep streets closed, 60% responded to continuously keep them closed until action is

taken by City Council, with 23% voting to seasonally continue the closures. The percentage that responded to reopen the streets overwhelmingly replied that the streets should reopen immediately. 53% of respondents are also in favor of expanding the social district to include restaurants such as The Garage and Tiramisu.

Ward said that there is a matrix included in the board packet, which will assist with a discussion on the survey results.

Riley said he reached out to each board member after the joint Town Hall meeting and was able to speak with each member except for Cozart. There were about 18 people that spoke at the Town Hall and the feedback offered a roughly 50/50 split on residents in favor of reopening or continuing the street closures. Riley said speaking on behalf of himself, the DDA focus needs to be on who is being affected the most regarding the street closure decisions. As it was mentioned at the Town Hall, the DDA needs to have clear guidelines on what businesses are able to do with the closed areas and how to heat outdoor structures. Riley added that when he spoke with Jim Long, Long said if the outdoor areas can be used and there is activity, there is no reason not to continue the closures.

Boyd said looking at the results, business owners fall in line with the general survey with a significant majority preferring some type of closure and social district. The survey shows property owner responses flipped from this, with only 26% voting to continue some type of closures. Riley said this could be due to property owners not being local and possibly not seeing a benefit of the street closures. McKindles added that there don't seem to be many anomalies and the segments track similar ratios.

Presley said the DDA needs to consider residents and business owners, and the health of the downtown both short- and long-term. There are construction impacts to consider, in particular on Cady St. Surrounding neighborhoods have already been impacted by the added traffic, and will be asking to handle more. Presley said he errs on the side of reopening Center St., and asked if the DDA has spoken with businesses that currently use the streets, like Dancing Eye Gallery, to find different solutions. Presley said he appreciates the many people that enjoy bringing their families downtown and if the DDA keeps Main St. closed through November, it will give some time to plan next steps and still offer a space for people to get together. Presley would like to survey businesses on Main St. and do a deeper dive to see impacts of street closures. Presley said long-term closures create infrastructure and logistic issues but a seasonal closure would avoid some of this. On the social district expansion, Presley would like to see it happen.

Boyd said he also likes the idea of expanding the social district. Boyd noted that the social district does have boundaries, prohibiting bringing alcohol inside retail businesses. Boyd also favors seasonal closures and is sensitive to reopening Center St. as it is a main throughfare. The survey information was good and valuable. Boyd enjoyed the feedback from families that appreciated the freedom to enjoy downtown in a relaxed way. A seasonal closing would allow for that but also prevent the lonely empty building feeling in winter, and means there isn't a heating problem to solve.

Starring said after spending a lot of time downtown, it is obvious that people really have a good time and she likes the whole atmosphere. Starring added that traffic is horrendous in the neighborhoods with Center St. being closed. Starring would seasonally close Main St. and permanently open Center St.

McKindles said the survey results were surprising but respects the responses. McKindles agrees with Boyd and Starring, and is in favor of opening Center St. seasonally but keep it closed at least through this season. Like Boyd, McKindles said the DDA should consider seasonal closings for both. Once a decision is made, the DDA should look at options how to make it look permanent like adding bollards. McKindles would close Main St. permanently and Center St. seasonally.

Turnbull noted the social district is not related to the street closures and can continue whether the closures remain or not. Turnbull said like all, he is downtown almost every night and meets with 3-4 citizens daily. Turnbull said he believes Main St. should remain closed seasonally from May through October and open Center St. permanently.

Richards said the issue of dining structures needs to be addressed by the City if the closures are seasonal. The structures were not designed to be taken up and down constantly. Richards said closures have definitely helped restaurants but the closures also helped make the downtown more appealing overall to anyone that came downtown. The intersection at Center and Cady needs to have a more permanent stop light and the stop signs have helped with traffic flow down there. Richards said he is in favor of including as many restaurants as possible in the social district.

Presley asked Richards if there was a way to efficiently assemble and disassemble the structures seasonally. Richards said when they initially talked with the Building Department, it is not possible to drill into the streets due to water getting into the road and creating a freeze/thaw that can crack the concrete. Richards added that the company they purchased the structures from also installed them, so Browndog would have to figure out logistics of getting them up and down. Boyd said if the DDA does a permanent closure, the Historic District Commission would be involved in the structure design. Ward added that the DDA needs to look at distribution of land going forward if the closures continue.

Buckhave said she would love to see the streets stay closed permanently and seasonally as a second choice. It does open a Pandora's box for items that need to get done and it would be helpful to hire advisors on this step. Buckhave added that the DDA needs to work to get more retail in the downtown and businesses need to help keep the downtown vibrant.

Jaafar said there have been a lot of great points made during the discussion. Jaafar was originally against the street closures and his family car wash business was affected at the beginning, but thanks to the DDA and his daughter, with social media they were able to promote how to get to his business around the detours. Jaafar said he wants Center St. opened now. With Center St. being closed, it is a hazard in many ways. Jaafar added that he would agree with seasonal closures and is also in favor of seeing the social district expanded

to include restaurants like Lava Grille and Sports Den. In terms of safety, it is number one priority and the DDA needs to be proactive, not reactive.

Riley said at the beginning he was 100% in favor of shutting down Main St. forever, it was designed as an emergency stop to save business and it worked. Now, it seems like it should be a seasonal closure.

Maciag said a lot of concerns expressed are valid. When considering traffic detoured off Center St. onto the side streets, the police department has seen an increase in traffic complaints including speed and stop sign complaints. When people are commuting to work, instead of hitting one stop light on Center, people are having to navigate several stop signs. Captain Hannewald added that not only the immediate detour streets are feeling the traffic, but people have now adapted to the closures which has created traffic increases further into neighborhoods.

Audience member, works with many downtown businesses: I know a lot of people are in favor of expanding the social district. By expanding the area, we are bringing a whole new set of customers to the area. The few restaurants that were left out want to be included and engaged in the community.

Heather, lives on Randolph: Heather stated that it took her 10 minutes to get out of her driveway. Randolph is being used as a work around. Trying to get out of her driveway during school time and trying to get to 8 Mile is like a parking lot. Businesses on Center and Main are difficult to remember because no traffic passes by any longer. With 275 under construction, people are trying to get north and south. Haggerty, Beck Rd. and Sheldon are the only options. If Center Street is opened, people will drive through and see the businesses opened. Heather would prefer to have Center St. open to traffic and Main St. being a seasonal closure. Heather suggested that the stop signs be replaced by traffic lights.

Brian Scherle, Browndog Barlor: Scherle stated that investments that restaurants and the DDA are making need time to pay for themselves. To invest the amount of money, structures, blockades, etc., are all going to take time to pay for. Businesses are happy to invest, they just need time and help from city entities to make the improvements happen. Staffing has improved dramatically which is why Browndog's Farmington location has reopened. Moving the structures is a technical challenge and it is probably not feasible to take them up and down seasonally. One thing that needs to be explored is the heating challenges, the structures were flammable and required propane to remain 5 feet away from the structures. As a business owner, Scherle wants a thriving downtown. Browndog has become synonymous with Northville. Scherle stated that this is their home and they want to do what's best. Scherle hopes that the parades can be rerouted if the streets remain closed. Scherle is definitely in favor of expanding the social district and stated that drive by traffic is not their ideal way of getting exposure and not a primary way to create business awareness.

Paul Gabriel, Browndog Barlor: Gabriel stated that they got a lot of flack for not using the structures. However, they didn't have a chance to use the structures because they couldn't keep people warm. Restaurant owners need time to build structures correctly. People were

ready to get out this year and get back to normal. They went into fall thinking they could operate outdoors the same as the prior year. That did not happen because of the fire code. The business owners didn't want to invest more without knowing what would happen going forward.

Jim Neild: Neild stated that he thought the survey was totally wrong. Neild stated that he did not think the survey included a choice to keep streets open and have restaurants outside on sidewalks on platforms. Neild also expressed that he was concerned about the Downs. How can the City say to developers that they are concerned about traffic when two main streets are closed? Neild stated that the City needs to open streets and go back to the platforms and not say "closed" or "open". These are two main streets in Northville. Europe doesn't close their main drags, Ann Arbor didn't close their main street, they close side streets. The community leaders separate from the survey are saying to open the streets. Dr. Demray, the biggest contributor of the parade, wants it open and has a proposal for safe dining with open streets.

Andrew Krenz asked about the Marquis and Exchange being closed this winter in relation to decreased foot traffic. It looked dead this winter with no foot traffic and what is different from last year. Buckhave said there is a new owner for the Marquis. There has been a lot of construction and renovations going on there and the owner is planning to do something different than the old owners, who brought in school groups. Riley said the Exchange is reopening in May. Riley added that December, January and February are always slower. Eating outside in February in Michigan is not the norm. Ward said that the construction likely had an impact, as there have been a record number of construction permits issued this year. Some projects included the Marquis, nail salon and law firm, Center St. façade project, the old Tuscan, and the Exchange. It was encouraging to see people investing during Covid, but it does impact use in the downtown.

John Carter asked if there was updated traffic data on Center St. Another thing to consider is the impact of seasonal closures for businesses, such as how will structures be stored. Additionally, how do design standards get developed and will there be a partnership with HDC. Ward added that the DDA will also need to partner with the fire department to find heating solutions. The DDA wants to be safe but also find an equitable solution.

Boyd said if the DDA creates a design standard and focuses on the development part of the DDA role, a possible solution to create consistency is the DDA purchasing the structures and create some sort of leasing program. It would help with consistency for the businesses and create a uniform approach with the DDA responsible for set up, tear down and heating. Buckhave said she would like to be part of the advisory committee. McKindles said the DDA should come up with a solution over the summer.

Presley added that the Planning Commission is working toward making Cady St. an extension of downtown, and as a consultant already said, if the connections aren't made, the downtown will have two separate shopping experiences. In addition to working on the connections, it seems that people want to have one connected downtown. If there is a permanent closure, is this good or bad for connectivity. This is an issue to consider.

Jaafar said there are big trucks rerouted on side streets with Center being closed. Darga added that with Kroger being on Center, and now with the pandemic creating an e-commerce economy, there is a large amount of truck traffic on Center. Richards said from a safety standpoint, platform dining is extremely unsafe. A lot of people don't like them due to the probability of a distracted driver crashing into the platform. Maciag added that there haven't been any platform dining accidents since he's been on the force but there was an incident on Center St. where the platform was hit, but while the restaurant was closed.

Ward said the DDA needs to consider next steps – make a decision on closures or assemble a design team, then make a decision. Boyd said there is no urgency, as City Council already authorized current use until November 1.

Motion by Presley, seconded by Jaafar, to recommend to City Council to reopen Center St. as efficiently and soon as possible, and keep Main St. closed through November 1, 2022 per the current agreement. **Roll call vote. Yes: Turnbull, Jaafar, McKindles, Presley, Riley. No: Boyd, Buckhave, Richards, Starring. Motion carries.**

Motion by McKindles, seconded by Boyd to create an advisory committee to determine next steps. **Motion carries.**

NORTHVILLE DOWNS PROJECT

Ward said outside of the street closures, the other major project right now is the development of the Downs. It was recommended that the DDA hire outside counsel regarding the project. In addition, Attachment 6.c outlines the formation of a citizen's council, which is required by state statute, if the DDA amends boundaries or changes tax increment financing. The Citizens Advisory Committee is required to be in place for a minimum of 90 days before any action is taken at a meeting. The DDA also needs to set a special meeting date to discuss the Downs project and invite Hunter Pasteur to present their funding strategy to the DDA.

Motion by Boyd, seconded by Richards, for the DDA Chair, Vice-Chair and DDA staff to authorize retention of counsel to review final DPAC document. **Presley abstains; motion carries.**

Motion by Boyd, seconded by Richards, to request City Council to establish a Citizen's Advisory Council, should the DDA need to review boundaries or amend the TIF plan. **Motion carries.**

Nancy Darga of the mobility network requested the DDA to take action on the Old Core area of the downtown, which encompasses Center/Cady St. intersection, Mary Alexander from Hutton to Center, Hutton from Cady to Main, Church from Main to Cady, and the Cady/S. Main intersection. Darga said the DDA needs to focus on a recommendation to the city on how to handle Cady St. as it intersects with Center and S. Main. With regard to Mary Alexander Ct., there are recommendations to possibly change the direction of the one-way street. These are all critical points of the downtown area. Many are concerned with traffic and the increased traffic with the Foundry Flask and Downs development. The mobility team recommendation

would improve traffic flow and pedestrian safety. Mobility also considered Center and/or Main to be closed at some points during the year. Darga said the DDA has the best handle on what decisions need to be made to improve traffic flow and pedestrian connectivity and safety. Darga said the mobility team is asking the DDA to utilize existing committees or set up a new group; mobility can join the committee to advise or assist if requested.

Jaafar said if the roads stay the way they are, the developments will create a traffic nightmare and he would like to be added to this committee. Gutman added that the mobility group strictly wants DDA partnership for the Old Core area. Presley added that right now Hutton is not a good solution and needs to be realigned with the new development. Ward asked about the recent meeting with mobility, developers and the City Planner. Darga said the mobility team asked that the Old Core area be studied and the request was declined.

Ward said the DDA might not have the skillset for road planning. Boyd added that it is an important discussion to connect Cady and Main. Gutman asked that the DDA attend the May 25 meeting with Wayne County, traffic engineers, City Manager and City Planner. Turnbull said that it is important to include Ward/DDA in the meeting on May 25. Darga requested that the DDA make a request to City Council to take action on issues from the mobility study. Darga also asked for the advisory group working on street closures to also look at mobility issues to make a recommendation.

Presley said within the DDA, the EDC might be able to consider core downtown traffic circulation that is impacted by future events. Ward said the best option would be to work with the City to look at Old Core in relation to the rest of the study, and not separate the areas.

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

Meeting adjourned at 10:39 am.

Respectfully submitted,
Jessica Howlin, Marketing & Administrative Assistant
Northville DDA

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2022

4TH QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS & OTHER LOCAL SOURCES									
248-000-674.020	SPONSORSHIPS - HEAT IN THE STR	3,000	0	0	(2,350)	(25)	625	825	132.00
248-000-677.000	SPONSORSHIPS	30,000	0	0	1,000	7,795	38,795	38,795	100.00
	GRANTS & OTHER LOCAL SOURCES	33,000	0	0	(1,350)	7,770	39,420	39,620	100.51
INTEREST									
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBU	75	0	(40)	(5)	110	140	119	84.76
248-000-665.200	LONG TERM INVESTMENT EARNINGS	8,000	0	(1,000)	(350)	(650)	6,000	5,739	95.66
248-000-665.400	INVESTMENT POOL BANK FEES	0	(100)	0	0	0	(100)	(38)	37.62
248-000-665.500	INVESTMENT MANAGEMENT FEES	(600)	0	(150)	0	0	(750)	(641)	85.42
248-000-665.600	BANK LOCKBOX FEES	0	(100)	0	(100)	0	(200)	(144)	71.84
248-000-665.700	CUSTODIAL FEES	(125)	0	0	(15)	0	(140)	(124)	88.46
248-000-669.000	UNREALIZED MARKET CHANGE IN IN	0	0	(4,000)	(14,000)	(3,000)	(21,000)	(19,564)	93.16
	INTEREST	7,350	(200)	(5,190)	(14,470)	(3,540)	(16,050)	(14,653)	91.29
LICENSES, FEES, & PERMITS									
248-000-490.090	NEWSPAPER RACK REGISTRATION FE	0	0	180	0	0	180	180	100.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT F	0	332	0	14,668	0	15,000	11,222	74.81
	LICENSES, FEES, & PERMITS	0	332	180	14,668	0	15,180	11,402	75.11
MISCELLANEOUS REVENUES									
248-000-626.000	MISCELLANEOUS REVENUE	200	0	0	1,230	(1,430)	0	996	0.00
248-000-626.110	EV CHARGING STATION REVENUE	0	0	0	0	1,360	1,360	0	0.00
	MISCELLANEOUS REVENUES	200	0	0	1,230	(70)	1,360	996	73.23
PROPERTY TAXES									
248-000-404.000	CURRENT PROPERTY TAXES	769,414	0	(1,664)	0	0	767,750	767,750	100.00
248-000-418.000	PROPERTY TAXES - OTHER	(500)	0	(590)	6,090	0	5,000	6,226	124.51
248-000-451.000	DDA OPERATING LEVY	64,025	0	(51)	(581)	0	63,393	63,393	100.00
	PROPERTY TAXES	832,939	0	(2,305)	5,509	0	836,143	837,369	100.15
RENTAL INCOME									
248-000-667.020	RENT - SHORT TERM	0	100	1,055	5	200	1,360	1,360	100.00
	RENTAL INCOME	0	100	1,055	5	200	1,360	1,360	100.00
FUND BALANCE RESERVE									
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	0	0	0	22,688	(22,688)	0	0	0.00
	FUND BALANCE RESERVE	0	0	0	22,688	(22,688)	0	0	100.00
STATE REVENUES									
248-000-573.000	LCSA - PERS PROP TAX REIMBURSE	34,000	5,868	0	0	0	39,868	39,868	100.00
	STATE REVENUES	34,000	5,868	0	0	0	39,868	39,868	100.00
TOTALS FOR DEPT 000-		907,489	6,100	(6,260)	28,280	(18,328)	917,281	915,962	99.86

Year Ended 06/30/2022

4TH QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
TOTAL Revenues		907,489	6,100	(6,260)	28,280	(18,328)	917,281	915,962	99.86
DEPT: 573-DPW SERVICES									
248-573-706.000	WAGES - REGULAR FULL TIME	13,740	0	0	(2,240)	(2,500)	9,000	7,674	85.27
248-573-707.000	WAGES - REGULAR OVERTIME	1,185	0	0	(685)	(250)	250	117	46.67
248-573-725.000	FRINGE BENEFITS	14,595	0	0	(3,595)	(3,000)	8,000	6,451	80.64
248-573-801.020	AUTOMOTIVE SERVICE	500	0	0	25	0	525	383	72.87
248-573-943.000	EQUIPMENT RENTAL - CITY	10,215	0	0	900	(700)	10,415	9,853	94.60
TOTALS FOR DEPT 573-DPW SERVICES		40,235	0	0	(5,595)	(6,450)	28,190	24,478	86.83
DEPT: 741-DESIGN COMMITTEE									
248-741-706.000	WAGES - REGULAR FULL TIME	17,590	0	0	45	0	17,635	16,466	93.37
248-741-707.000	WAGES - REGULAR OVERTIME	0	90	0	0	0	90	90	100.00
248-741-709.000	WAGES - PART TIME	55,960	0	0	5,890	(9,000)	52,850	44,860	84.88
248-741-725.000	FRINGE BENEFITS	11,525	0	0	1,355	(580)	12,300	10,840	88.13
248-741-726.000	SUPPLIES	575	0	0	(75)	0	500	440	88.06
248-741-775.200	DOWNTOWN MATERIALS	20,400	0	0	2,945	500	23,845	23,530	98.68
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	0	1,800	0	0	2,460	4,260	2,684	63.01
248-741-775.900	FUEL & OIL	400	0	400	(50)	100	850	695	81.79
248-741-801.000	CONTRACTUAL SERVICES	25,930	0	0	4,760	(4,700)	25,990	20,702	79.65
248-741-801.160	RESTROOM PROGRAM	4,000	0	0	0	0	4,000	2,982	74.54
248-741-920.010	ELECTRIC POWER	5,390	0	0	(1,000)	0	4,390	3,628	82.65
248-741-920.020	NATURAL GAS	8,250	0	0	0	10,200	18,450	18,455	100.02
248-741-920.030	WATER & SEWER SERVICE	8,860	0	0	0	(6,505)	2,355	2,356	100.04
248-741-938.120	LANDSCAPE MAINTENANCE	32,310	0	0	0	0	32,310	18,127	56.10
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000	0	0	(2,000)	1,500	1,500	0	0.00
248-741-955.210	SIGNAGE & MARKERS PROJECT	0	0	0	12,000	(12,000)	0	0	0.00
248-741-962.500	VEHICLE INSURANCE	400	6	0	0	0	406	406	100.00
248-741-976.010	STREET FURNISHINGS	10,700	0	0	12,300	(17,620)	5,380	5,380	100.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0	3,060	0	0	0	3,060	3,060	99.99
TOTALS FOR DEPT 741-DESIGN COMMITTEE		204,290	4,956	400	36,170	(35,645)	210,171	174,701	83.12
DEPT: 742-MARKETING COMMITTEE									
248-742-706.000	WAGES - REGULAR FULL TIME	17,590	0	0	45	0	17,635	16,466	93.37
248-742-709.000	WAGES - PART TIME	14,595	0	0	0	1,405	16,000	14,704	91.90
248-742-725.000	FRINGE BENEFITS	8,125	0	0	5	300	8,430	7,756	92.01
248-742-726.000	SUPPLIES	100	0	0	(100)	0	0	0	0.00
248-742-801.000	CONTRACTUAL SERVICES	60,000	0	0	(4,635)	(7,000)	48,365	40,183	83.08
248-742-801.340	WEB SITE MAINTENANCE	900	0	0	455	0	1,355	896	66.14
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTI	50,000	0	0	(5,700)	0	44,300	39,092	88.24
248-742-955.190	BUSINESS RETENTION PROGRAM	750	0	0	2,000	0	2,750	0	0.00
TOTALS FOR DEPT 742-MARKETING COMMITTEE		152,060	0	0	(7,930)	(5,295)	138,835	119,097	85.78
DEPT: 743-PARKING COMMITTEE									
248-743-706.000	WAGES - REGULAR FULL TIME	8,795	0	0	25	0	8,820	8,233	93.35
248-743-709.000	WAGES - PART TIME	1,460	0	0	0	140	1,600	1,470	91.90
248-743-725.000	FRINGE BENEFITS	3,610	0	0	5	75	3,690	3,424	92.80
248-743-726.000	SUPPLIES	50	0	0	(50)	0	0	23	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000	0	0	0	0	50,000	50,000	100.00
248-743-995.230	O/T TO PARKING FUND	120,900	0	0	0	(25,000)	95,900	95,900	100.00
TOTALS FOR DEPT 743-PARKING COMMITTEE		184,815	0	0	(20)	(24,785)	160,010	159,050	99.40
DEPT: 744-ORGANIZATIONAL COMMITTEE									
248-744-706.000	WAGES - REGULAR FULL TIME	21,990	0	0	55	60	22,105	20,585	93.11

Year Ended 06/30/2022

4TH QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
248-744-709.000	WAGES - PART TIME	28,100	0	0	0	(1,800)	26,300	23,852	90.69
248-744-725.000	FRINGE BENEFITS	9,305	0	0	10	1,800	11,115	10,295	92.62
248-744-726.000	SUPPLIES	850	1,500	0	500	(400)	2,450	2,234	91.17
248-744-730.000	POSTAGE	100	0	0	(50)	0	50	32	63.60
248-744-731.000	PUBLICATIONS	65	0	0	0	(68)	(3)	(3)	100.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	4,435	1,000	0	(120)	0	5,315	4,929	92.75
248-744-802.010	LEGAL SERVICES - GENERAL	3,500	0	2,000	0	2,725	8,225	7,823	95.11
248-744-805.000	AUDITING SERVICES	5,105	0	0	0	0	5,105	5,104	99.98
248-744-900.000	PRINTING & PUBLISHING	1,315	0	0	0	(390)	925	769	83.14
248-744-920.000	UTILITIES	1,420	0	0	(120)	(5)	1,295	1,296	100.05
248-744-958.000	MEMBERSHIP & DUES	1,395	0	0	0	0	1,395	1,395	100.00
248-744-960.000	EDUCATION & TRAINING	850	0	0	(500)	(210)	140	140	99.99
248-744-962.000	LIABILITY & PROPERTY INSURANCE	6,280	58	0	0	(2,500)	3,838	3,838	100.00
248-744-962.010	INSURANCE - SPECIAL EVENTS POI	0	0	0	0	1,662	1,662	1,662	99.99
248-744-965.000	OVERHEAD - ADMIN & RECORDS	12,960	0	0	0	0	12,960	12,960	100.00
TOTALS FOR DEPT 744-ORGANIZATIONAL COMMITTEE		97,670	2,558	2,000	(225)	874	102,877	96,909	94.20
DEPT: 745-ECONOMIC DEVELOPMENT COMMITTEE									
248-745-706.000	WAGES - REGULAR FULL TIME	21,990	0	0	55	0	22,045	20,582	93.36
248-745-709.000	WAGES - PART TIME	2,920	0	0	0	300	3,220	2,941	91.32
248-745-725.000	FRINGE BENEFITS	8,970	0	0	5	200	9,175	8,503	92.68
248-745-726.000	SUPPLIES	150	0	0	(50)	(100)	0	0	0.00
248-745-801.000	CONTRACTUAL SERVICES	0	0	0	0	3,000	3,000	2,460	82.00
248-745-803.200	PLANNING & DESIGN STUDIES	0	0	0	15,000	0	15,000	10,000	66.67
248-745-955.190	BUSINESS RETENTION PROGRAM	500	0	0	0	(500)	0	0	0.00
TOTALS FOR DEPT 745-ECONOMIC DEVELOPMENT COMMITTEE		34,530	0	0	15,010	2,900	52,440	44,486	84.83
DEPT: 906-DEBT SERVICE									
248-906-995.303	O/T TO DEBT SERVICE FUND	174,685	0	0	0	0	174,685	174,685	100.00
TOTALS FOR DEPT 906-DEBT SERVICE		174,685	0	0	0	0	174,685	174,685	100.00
DEPT: 999-RESERVE ACCOUNTS									
248-999-999.000	UNALLOCATED RESERVE	19,204	(1,414)	(8,660)	(9,130)	50,073	50,073	0	0.00
TOTALS FOR DEPT 999-RESERVE ACCOUNTS		19,204	(1,414)	(8,660)	(9,130)	50,073	50,073	0	0.00
TOTAL Expenditures		907,489	6,100	(6,260)	28,280	(18,328)	917,281	793,406	86.50
TOTAL FOR FUND 248									
REVENUES:		907,489	6,100	(6,260)	28,280	(18,328)	917,281	915,963	99.86
EXPENDITURES		907,489	6,100	(6,260)	28,280	(18,328)	917,281	793,403	86.50
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	122,560	0.00

Northville DDA
 FY 2021-22 Proposed DDA Budget
 4th Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Increase in Planned Earnings	Decrease in Planned Earnings
Revenue				
248-000-626.00	Miscellaneous Revenue	Reclass to 248-000-626.00		(\$1,430)
248-000-626.11	Miscellaneous Revenue	Reclassified from 248-000-626.00 – EV Rev.	\$1,360	
248-000-665.19	Interest – MI Class 1	Actual Earnings	\$110	
248-000-665.20	Long Term Investment	Actual Earnings		(\$650)
248-000-667.02	Short Term Rent	More Rentals than expected	\$200	
248-000-669.00	Unrealized Market Change	Actual Earnings		(\$3,000)
248-000-674.02	Sponsorships Heat in the Street	Additional Sponsorship		(\$25)
248-000-677.00	Sponsorships	Actual amount raised	\$7,795	
248-000-699.00	Appr. From Prior year surplus	Used to cover new expenses		(\$22,688)
Subtotal			\$9,465	(\$27,793)
Total				(\$18,328)
			Reduction in Planned Spending	Increase in Planned Spending
DPW				
248-573-706.00	DPW Full Time Wages	Used less DPW Services	(\$2,500)	
248-573-707.00	DPW Overtime	Used less DPW Services	(\$250)	
248-573-725.00	DPW Fringe	Used less DPW Services	(\$3,000)	
248-573-943.00	Rental Equipment	Used less DPW Equipment	(\$700)	
Subtotal			(\$6,450)	
Total			(\$6,450)	

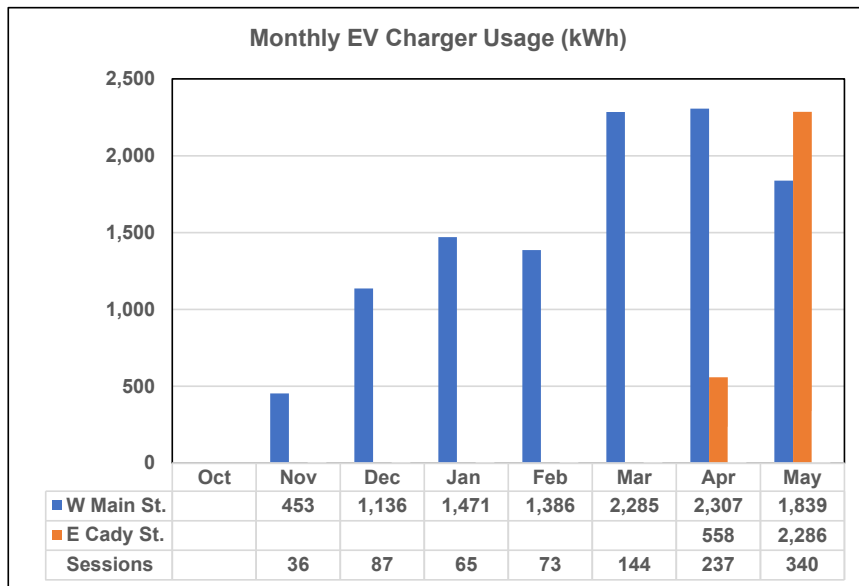
			Reduction in Planned Spending	Increase in Planned Spending
Design				
248-741-709.00	Wages Part Time	Did not use as many seasonal services	(\$9,000)	
248-741-725.00	Fringes Benefits	Actual costs associated with increase costs	(\$580)	
248-741-775.20	Downtown Material			\$500
248-741-775.21	Social District	Survey Costs		\$2,460
248-741-775.90	Fuel and Oil	Gas Prices Increased		\$100
248-741-801.00	Contractual Services	Less Irrigation Repair	(\$4,700)	
248-741-920.02	Natural Gas	Increased cost of Natural Gas		\$10,200
248-741-920.03	Water and Sewer Service s	Less water used	(\$6,505)	
248-741-938.16	Brick Repair	Repair scheduled		\$1,500
248-741-995.21	Signage and Marker Project	Mural Project Cancelled	(\$12,000)	
248-741-976.01	Street Furnishings	Moved to fiscal year 2022-23	(\$17, 620)	
Subtotal			(\$32,785)	\$14,760
Total			(\$35,645)	
Marketing				
248-742-709.00	Wages Part Time	Reallocation of resource to different comm.		\$1,405
248-742-725.00	Fringe Benefits	Actual costs		\$300
248-742-801.00	Contractual Services	Reduced Graphic Design Fees and Ads	(\$7,000)	
Subtotal			(\$7,000)	\$1,705
Total			(\$5,295)	
Parking				
248-743-709.00	Wages Part Time	Reallocation of resource to different comm.		\$140
248-743-725.00	Fringe Benefits	Actual Costs		\$75
248-743-995.00	O/T Parking Fund	No Capital Projects Completed	(\$25,000)	
Subtotal			(\$25,000)	\$215
Total			(\$24,785)	

			Reduction in Planned Spending	Increase in Planned Spending
Organizational				
248-744-706.00	Wages Full Time	Reallocation of resources to different comm.		\$60
248-744-709.00	Wages Part Time	Reallocation of resource to different comm.	(\$1,800)	
248-744-725.00	Fringe Benefits	Actual Costs		\$1,800
248-744-726.00	Supplies	Purchased	(\$400)	
248-744-733.00	Publications	Did not continue subscription	(\$68)	
248-744-802.01	Legal Services	Singh Development – Main Center		\$2,725
248-744-900.00	Printing	Lower printing bills	(\$390)	
248-744-920.00	Utilities	Adjustment	(\$5)	
248-744-960.00	Education and Training	Did not attend conferences during Covid	(\$210)	
248-744-962.00	Liability & Property Insurance	Finance Department Adjustment	(\$2,500)	
248-744-962.01	Special Event Insurance	The Twist Insurance		\$1,662
Subtotal			(\$5,373)	\$6,247
Total				\$874
Economic Dev.				
248-745-709.00	Wages Part Time	Reallocation of resource to different comm.		\$300
248-745-725.00	Fringe Benefits	Actual Costs		\$200
248-745-726.00	Supplies	Actual Cost	(\$100)	
248-745-801.00	Contractual Services			\$3,000
248-745-995.19	Business Retention Program		(\$500)	
Subtotal			(\$600)	\$3,500
Total				\$2,900
Total Impact to DDA Budget to date			(\$50,073)	

Northville, Michigan

W Main St. & E Cady St. Parking Deck

SITE USAGE



TRAFFIC DATA

<u>Avg. kWh per Day</u>	<u>Avg. Visits per Day</u>
133.1	11.0
<u>Gas Saved (gal)^{1 2}</u>	<u>CO2 Eliminated (lbs)³</u>
600.9	11,776.8

Assumptions:

1. 3.7 miles per kWh based on Tesla, BMW and Chevy driving data
2. 25.4 miles per gallon based on USDOT data
3. 19.6 pounds of CO2 per gallon of gas based on EPA estimates



DDA Communications

To: Northville DDA

From: Lori Ward, DDA Director

Subject: Next Steps for Road Closure for Downtown Northville

Date: June 6, 2022

Background:

Over the past 2 years, the DDA/City extended the duration of the street closures several times. Most recently, in December of 2021, the DDA recommended and the City Council approved the extension of the street closures through November 1, 2022. This provided the DDA/City opportunity to view the actual use of the structures through all 4 seasons and determine if there was a need for the streets to remain closed. This past winter, there was a noticeable decline in the use of the outdoor structures and spaces when patrons could select to sit inside in a heated space.

In addition to observing the use of the closed streets, the DDA/City conducted a street closure survey on the subject to gather more input. The DDA/City then together hosted a Town Hall meeting in early May to share the survey results and to listen to comments from the community. In addition to the DDA Board members, City Council members and City staff that attended the meeting, approximately 30 people participated in the meeting in person and 40 via zoom.

The survey results provided at the Town Hall meeting showed that 74% of those surveyed felt that the street closures should continue in some form. When asked when the streets should be closed, 60% of them felt the street closures should be extended continuously, unless action was taken by the City Council. Of the 1,051 respondents who were not in favor of the street closure, when asked when the streets should be reopened, 85% felt that the street closures should end immediately and the streets reopened. A survey report was prepared by Carlisle Wortman and presented at the Town Hall meeting.

The topic of street closures was discussed at the DDA's May 17th meeting. Prompted by the DDA Chair, Shawn Riley, each DDA Board member was encouraged to provide their views on the road closures – sharing their perspectives as residents, property and business owners. Members of the audience were also provided the opportunity to offer comments. A motion was made to recommend to City Council to “reopen Center Street as efficiently and as soon as possible and to keep Main Street closed through November 1, 2022 per the current agreement”. There was lengthy discussion on the motion and following the discussion the motion was approved on a 5-4 vote with two

Board members absent. A second motion was then made to create an Advisory Committee to determine next steps and advise the DDA/City on a variety of issues impacting circulation, design, and operation of the downtown and the social district. This motion passed unanimously.

DDA staff presented the DDA's recommendation on the road closures to the City Council at the City Council's June 6th meeting. After deliberation, the City Council confirmed their original December 2021 action and voted to keep both streets closed until November 1, 2021. Several members of City Council requested that additional information be provided to assist in the decision-making process in regard to the future of the closures after November 1st. The information requested includes crash data, traffic counts, Act 51 funding impact, financial impacts, and other items. City staff members are compiling the information for the July 5th meeting.

Once the decision on a long-term plan is made by the City Council, the DDA's Advisory Committee can meet to advise the DDA on operational and design issues surrounding the downtown plan. The recommendation at the last DDA Board meeting was to utilize the existing EDC as the Advisory Committee. In addition to the EDC, strong interest in joining the committee has been expressed by several downtown business owners including DDA Board members Margene Buckhave, and merchants Derek Blaire and Will Hundley. DDA staff will reach out to the EDC to gauge interest in the Advisory Committee. It is recommended that EDC members and the merchants listed above serve as the Advisory Committee.

DDA staff is working on an RFP for professional design services. Once a decision on whether to continue to keep the streets closed past November 1st is made, the DDA will issue the RFP to select a design firm. In the interim, the Advisory Committee can begin work on non-design related issues.

Budget:

The increased costs associated with the street closures are largely related to labor and equipment. The DDA has also more than doubled its budget for live music, sponsoring performances each Friday and Saturday nights May – November. The DDA has increased activities in the downtown this past year by extending the concert series to include 44 concerts and hosting two new events – A Holiday to Remember and the Chillin' in the Ville a chili cookoff.

Should the street(s) remain closed, funding would need to be identified to implement the physical improvements to the downtown which could include more substantial/permanent solutions to the barricades, installation of overhead lighting, utility upgrades, storage of DDA structures, additional site furnishings, and increased programming.

Recommendation:

DDA staff recommends that the Northville DDA form an Advisory Committee made up of interested EDC members and Buckhave, Blair, and Hundley.



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Light Pole & Luminaire Purchase

Date: June 21, 2022

Background:

The City's inventory of decorative street lighting poles and decorative luminaries has been depleted. There has been a number of recent accidents involving street lights and the City/DDA needs to replenish its inventory. Herwig Lighting, has been providing the DDA/City street lightings since the MainStreet '78 project. The product has held up well and the company has provided good customer service over the years. In addition to the Herwig product, when the DDA converted the High Pressure Sodium luminaries to Induction lighting in 2013, entire new Spring City luminaires replaced the old Herwig luminaries within the project area. This was done at the time because Herwig did not carry Induction lighting. The luminaires are very similar, but not exact. The photos provided below show the Herwig luminaire on the left and the Spring City luminaire on the right. In discussions with Mike Domine, DPW Director, the recommendation was made to keep the Main, Center, Mary Alexander Court and Hutton Street lights with Spring City luminaires and maintain the Cady, E. Main and Griswold lights with Herwig heads.



This year, the DDA will be replacing roughly 100 lights from High Pressure Sodium to LED. The DDA spent a lot of time selecting the LED light source which is the most compatible with the existing Induction Lighting. The LED light that was selected was a 2700k warm white light. The LED lights will be retrofitted in the Herwig luminaries and will provide a substantial cost savings over buying all new luminaries.

Analysis:

Originally, the DDA staff obtained an invoice (Attachment A) for the purchase of 10 decorative street poles and 10 luminaries from Herwig Lighting. This would allow the City to replace the missing poles and have additional spare poles and luminaries to use as needed. A suggestion at the Executive Committee was made to only keep a small inventory of poles give the rising cost of metal. This year, the cost of each pole and luminaire is approximately \$556 per light fixture more than our last order in 2020. There are currently 5 decorative poles and 5 luminaires that need to be replaced in the downtown - 2 are Spring City and 3 are Herwig luminaires. DDA staff is recommending that the DDA purchase 7 Herwig poles and 4 Herwig luminaries at this time. Staff is in the process of getting a quote for the additional 3 Spring City luminaries that are needed.

Budget:

The DDA currently has a budget line item of \$20,000 in FY 2021-22 and \$10,000 budgeted in 2022-23 for lighting replacement. Combined, the line items are sufficient to purchase 7 poles and 4 luminaries. The DDA will carry over this year's funds through the budget amendment process. Shipping and handling is not included in the pricing. The shipping cost for 6 sets in 2020 was \$796 and prices have gone up substantially. Shipping and handling will be determined at the time of shipment. Shipping is estimated at 2-4 months.

Recommendation:

DDA staff recommends that the Northville DDA approve the purchase of 7 Herwig light poles (\$16,611) and 4 Herwig luminaries (\$5,520) at the pricing provided in Invoice #9317 totaling \$22,131 and authorize a not to exceed shipping amount of \$1,400.

HERWIG LIGHTING

P.O. Box 768
 Russellville, AR 72811
 P:479-968-2621
 F:479-968-6422

Invoice

Date	Invoice #
6/1/2022	9317

Bill To
NORTHVILLE DOWNTOWN DEVELOPMENT AUTHORITY ATTENTION:LORI WARD 215 WEST MAIN STREET NORTHVILLE, MICHIGAN 48167

Ship To
NORTHVILLE CITY HALL/ PUBLIC WORKS LORI WARD 650 DOHNEY DRIVE NORTHVILLE, MICHIGAN 48167 (248)349-0345

P.O. Number	Terms	Terms	Order Date	Via	F.O.B.
	50% Deposit	Bal.B4 Ship	6/1/2022	TRUCK	Factory

Quantity	Item Code	Description	Price Each	Amount
10	# WJ-12	12' POST, CAST ALUMINUM #356 ALLOY, BLACK FINISH, FLUTED & TAPERED SHAFT, OCTAGONAL BASE, 3" X 5" HAND HOLE WITH , TEMPLATE AND ANCHOR BOLTS 5/8" X 18", Wahers & Nuts	2,248.00	22,480.00
10	Cast Duplex Box	Receptical Box & Weatherproof Cover Mounted on Top of Shaft Above Door	125.00	1,250.00
10	HWS-41	Post Lantern, Cast Aluminum Alloy # 356, Black Finish, Rippled Polycarbonate Panels Sealed In Silicone, Solid Hinged And Gasketed Roof, 1-Medium Base Socket (Less LED Lamp), 3" Post Fitter	1,380.00	13,800.00
1	PREPAID SHIP...	Price to be determined at the time of shipment.	0.00	0.00

2-4 months for delivery	Total	\$37,530.00
	Payments/Credits	\$0.00
	Balance Due	\$37,530.00



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Bollard Replacement

Date: June 21, 2022

Background:

A single lighted bollard at the north entrance to the Comerica Community Connection was damaged by a car and needs to be replaced. The driver was not located. The DDA received a quote from Canterbury Design (Attachment A), the manufacturer of the bollards and other Northville site furnishings. The expected time for shipping is 3-5 months. DDA staff is recommending the purchase of two bollards to have a spare in the event one is damaged in the future.

Budget:

The cost of the cast aluminum poles is \$1,870 per pole for a total of \$3,740. Shipping costs are not included. DDA staff has submitted an insurance claim which will offset the cost of replacing the damaged bollard. A quarterly budget amendment will be made in the 1st quarter budget amendments for fiscal year 2022-23.

Recommendation:

DDA staff recommends the purchase of 2 Canterbury Design Pantlind cast aluminum LED illuminated bollards for a cost of \$3,740 plus shipping.

CANTERBURY DESIGNS

INVOICE

6195 Maywood Ave.
Huntington Park, CA 90255
www.canterbury-designs.com

Phone: (323) 936-7111
Toll Free: (800) 935-7111
Fax: (323) 936-7115

Invoice No. CINV4195-01
Date 6/14/2022

Bill to: City of Northville DDA
Jessica Howlin
215 W. Main St.
Northville, MI 48167

ORDER DATE	CUSTOMER PO#/CD QUOTE#	PROJECT NAME	SHIP VIA
06/14/22	CINQ4195-01	City of Northville DDA	Common

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2	Pantlind Bollard, 43.0" high, cast aluminum, with LED illumination; permanent mounting; polyester powder coat finish in black. Shipped assembled.	\$1,870.00	\$3,740.00

Comments:

Thank you for your order.	Subtotal	\$3,740.00
	Tax @ 0.00%	\$0.00
Payment Terms:	Freight	\$260.00
	Total	\$4,000.00
Full payment required at time of order		

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY May 2022:

PUBLICITY:

Press Releases:

- Summer Concerts Announcement

Upcoming Press Releases:

- Dancing in Town Square

SOCIAL MEDIA:

- Continuing Business Spotlights every month to coincide.
- Facebook ~ Continued to maintain the page, including daily posts on business announcements and virtual events, etc.
- Instagram ~ Continued to maintain the page, including daily posts business announcements, etc.
- Twitter ~ Continued to maintain the page, including daily posts on business announcements, etc.

PAID ADVERTISING:

- Ad in May issue of The Ville
- Ad in Q2 of Northville Today (mailed week of June 6)
- Ad in Chamber Directory
- Ad in Maybury Park Map

UPCOMING PAID ADVERTISING:

PRINT:

- Quarter-page Ads in The Ville
 - We renewed contract for 12-months of 1/4-page ads.
 - Ad theme features a new shop or restaurant owner every month
- Quarter-page Ads in Northville Today
 - Mailed to 21,000 households
 - Q3: SKELETONS Ad (MAILED WEEK OF SEPTEMBER 19)
 - Q4: A Holiday to Remember (MAILED WEEK OF DECEMBER 5)



Music is Main & Center

Fridays on Main & Saturdays on Center 7 - 9PM

Attachment 8.b.i

Presenting Sponsor:



- | | | | | | |
|----------------|---|----------------|---|---------------|---|
| JUNE 3 | Acoustic Ash
Singer Song Writer | JULY 2 | Noreen & Keith
Pop Rock | AUG 5 | Acoustic Ash
Singer Song Writer
Sponsored by Revir |
| JUNE 4 | Shawn Riley
Classic Rock, Sponsored by John Goodman Real Estate | JULY 8 | Sheila Landis / Rick Matle
Jazz, Sponsored by SoulTracks.com | AUG 6 | Al Carmichael
Classic Rock |
| JUNE 10 | Geff Phillips
Pop Rock Variety
Sponsored by Orin Jewelers | JULY 9 | Michael Beauchamp
Singer Song Writer | AUG 12 | Steve Taylor
Singer Song Writer |
| JUNE 11 | Mike Bass
Singer Song Writer | JULY 15 | Alex Mendenall
Singer Song Writer | AUG 13 | Nick Fugedi
Singer Song Writer |
| JUNE 17 | Nick and Keelan
Classic Rock, Sponsored by Community Financial | JULY 16 | Mike Ball
Classic Rock | AUG 19 | Geff Phillips
Pop Rock Variety
Sponsored by Orin Jewelers |
| JUNE 18 | The Soulshiners
Singer Song Writer | JULY 22 | Premier Big Band
Big Band
Sponsored by Edward Jones | AUG 20 | Audrey Ray
Country, Sponsored by First Merchants Bank |
| JUNE 24 | Further Adventures of Fat Boy & Jive Turkey
Sponsored by Mithai & Chai | JULY 23 | Gia Warner
Pop Rock, Sponsored by Revir | AUG 26 | Shawn Riley Band
Classic Rock, Sponsored by Mike Miller Building Company |
| JUNE 25 | Ryan Racine
Singer Song Writer
Sponsored by Revir | JULY 29 | Ken Moble
Classic Rock, Sponsored by Community Financial | AUG 27 | Ryan Racine
Singer Song Writer |
| JULY 1 | Steve Taylor
Singer Song Writer | JULY 30 | Mike Bass
Singer Song Writer
Sponsored by Mithai & Chai | | |
- 





Dancin'

in the Ville



Downtown
Northville
Timeless with a twist

Please
join us for
an evening
of music and
dancing!

Wednesday evenings
Town Square

June – August • 6:30 – 8:00 pm

*Arthur Murray teachers will provide basic lessons
for a variety of dance genres. Exciting Raffle Prizes
drawn each week. All skill levels welcome.*

BROUGHT TO YOU BY

MJ Diamonds & **Arthur Murray**
Dance Centers