



**Meeting of the DDA Board of Directors  
July 22, 2025 - 8:30 a.m.  
City Hall Council Chambers**

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. June 2025 Revenue and Expenditure Report (Attachment 4.a)
  - b. June 2025 Invoice Report (Attachment 4.b)
  - c. June 24, 2025 Meeting Minutes (Attachment 4.c)
  - d. EV Monthly Usage Report (Attachment 4.d)
  - e. Social Media Analytics (Attachment 4.e)
5. Executive Director Report – Kate Knight
6. Grissim Metz Andriese Associates (GMA) Proposal for Conceptual Design and Planning for Future Downtown Projects
7. Committee Updates
  - a. Design Committee – Robert Miller
  - b. Marketing Committee – Amy Bonser
  - c. Parking Committee – Chief Maciag
  - d. Organizational Committee – DJ Boyd
  - e. Economic Development Committee – David Cole
8. DDA Future Meetings: August 26, 2025 at 8:30am in DDA Meeting Room A
9. Board and Staff Communications
10. Adjournment

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Attachment 4.a

Balance As of 06/30/2025  
 % Fiscal Year Completed: 100.00

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 06/30/2025	Available Balance 06/30/2025	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000</b>						
PROPERTY TAXES						
248-000-404.000	CURRENT PROPERTY TAXES	887,776.00	872,920.00	872,920.93	(0.93)	100.00
248-000-412.000	DLQ PERS PROP TAXES COLLECTED	0.00	0.00	22.42	(22.42)	100.00
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	(2.05)	(997.95)	0.21
248-000-451.000	DDA OPERATING LEVY	73,915.00	73,628.00	73,627.30	0.70	100.00
	PROPERTY TAXES	960,691.00	945,548.00	946,568.60	(1,020.60)	100.11
LICENSES, FEES, & PERMITS						
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	60.00	0.00	60.00	0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	16,500.00	13,030.00	13,027.13	2.87	99.98
	LICENSES, FEES, & PERMITS	16,680.00	13,090.00	13,027.13	62.87	99.52
STATE REVENUES						
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	30,000.00	76,578.00	45,452.90	31,125.10	59.36
	STATE REVENUES	30,000.00	76,578.00	45,452.90	31,125.10	59.36
SALES & SERVICES						
248-000-626.000	MISCELLANEOUS REVENUE	350.00	110.00	110.00	0.00	100.00
248-000-626.110	EV CHARGING STATION REVENUE	500.00	1,000.00	1,462.03	(462.03)	146.20
	SALES & SERVICES	850.00	1,110.00	1,572.03	(462.03)	141.62
INTEREST						
248-000-665.000	INTEREST - INVESTMENT POOL	10,000.00	13,600.00	14,165.27	(565.27)	104.16
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	6,400.00	6,775.34	(375.34)	105.86
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	16,000.00	16,367.37	(367.37)	102.30
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(421.01)	(78.99)	84.20
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(630.67)	(69.33)	90.10
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(400.00)	(317.75)	(82.25)	79.44
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(129.82)	(0.18)	99.86
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	4,475.00	11,501.29	(7,026.29)	257.01
	INTEREST	21,120.00	38,745.00	47,310.02	(8,565.02)	122.11
RENTAL INCOME						
248-000-667.020	RENT - SHORT TERM	200.00	0.00	0.00	0.00	0.00
	RENTAL INCOME	200.00	0.00	0.00	0.00	0.00
GRANTS & OTHER LOCAL SOURCES						
248-000-677.010	SPONSORSHIPS - CONCERTS	32,800.00	32,400.00	38,100.00	(5,700.00)	117.59
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	14,645.00	14,644.10	0.90	99.99
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	5,000.00	2,300.00	2,300.00	0.00	100.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	2,000.00	1,540.00	1,538.00	2.00	99.87
	GRANTS & OTHER LOCAL SOURCES	54,800.00	50,885.00	56,582.10	(5,697.10)	111.20
MISCELLANEOUS REVENUES						
248-000-678.000	INSURANCE PROCEEDS	6,000.00	11,605.00	11,605.65	(0.65)	100.01
	MISCELLANEOUS REVENUES	6,000.00	11,605.00	11,605.65	(0.65)	100.01
FUND BALANCE RESERVE						
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	46,930.00	13,634.00	0.00	13,634.00	0.00
	FUND BALANCE RESERVE	46,930.00	13,634.00	0.00	13,634.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Attachment 4.a

Balance As of 06/30/2025  
 % Fiscal Year Completed: 100.00

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 06/30/2025	Available Balance 06/30/2025	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000</b>						
Total Dept 000		1,137,271.00	1,151,195.00	1,122,118.43	29,076.57	97.47
Revenues		1,137,271.00	1,151,195.00	1,122,118.43	29,076.57	97.47
<b>Account Category: Expenditures</b>						
<b>Department: 573 DPW SERVICES</b>						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	15,690.00	16,243.72	(553.72)	103.53
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	4,000.00	3,797.56	202.44	94.94
248-573-725.000	FRINGE BENEFITS	9,900.00	14,665.00	16,340.82	(1,675.82)	111.43
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	10,165.00	9,515.27	649.73	93.61
Unclassified		31,470.00	45,020.00	45,921.97	(901.97)	102.00
Total Dept 573 - DPW SERVICES		31,470.00	45,020.00	45,921.97	(901.97)	102.00
<b>Department: 741 DESIGN COMMITTEE</b>						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	49,405.00	48,453.96	951.04	98.08
248-741-709.000	WAGES - PART TIME	72,610.00	42,000.00	39,732.87	2,267.13	94.60
248-741-725.000	FRINGE BENEFITS	17,755.00	24,915.00	24,504.83	410.17	98.35
248-741-726.000	SUPPLIES	450.00	1,750.00	1,814.42	(64.42)	103.68
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	42,309.12	12,690.88	76.93
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	817.78	182.22	81.78
248-741-801.000	CONTRACTUAL SERVICES	29,870.00	43,215.00	40,171.87	3,043.13	92.96
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	3,624.00	376.00	90.60
248-741-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	45.00	42.63	2.37	94.73
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	23,129.26	8,810.74	72.41
248-741-920.020	NATURAL GAS	18,980.00	20,980.00	20,741.63	238.37	98.86
248-741-920.030	WATER & SEWER SERVICE	10,240.00	10,240.00	4,817.88	5,422.12	47.05
248-741-938.120	LANDSCAPE MAINTENANCE	38,060.00	38,060.00	32,115.50	5,944.50	84.38
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	973.00	2.00	99.79
248-741-976.010	SITE AMENITIES	29,000.00	20,000.00	246.10	19,753.90	1.23
248-741-976.020	PEDESTRIAN PLAN IMPLEMENTATION	75,000.00	0.00	0.00	0.00	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	20,000.00	0.00	0.00	0.00	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	50,000.00	50,000.00	50,000.00	0.00	100.00
Unclassified		482,345.00	398,675.00	335,677.85	62,997.15	84.20
Total Dept 741 - DESIGN COMMITTEE		482,345.00	398,675.00	335,677.85	62,997.15	84.20
<b>Department: 742 MARKETING COMMITTEE</b>						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	47,355.00	46,313.53	1,041.47	97.80
248-742-707.000	WAGES - REGULAR OVERTIME	0.00	455.00	453.75	1.25	99.73
248-742-709.000	WAGES - PART TIME	26,490.00	3,445.00	3,445.83	(0.83)	100.02
248-742-725.000	FRINGE BENEFITS	11,195.00	23,795.00	23,321.33	473.67	98.01
248-742-726.000	SUPPLIES	50.00	50.00	118.85	(68.85)	237.70

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GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 06/30/2025	Available Balance 06/30/2025	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 742 MARKETING COMMITTEE</b>						
Unclassified						
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	47,365.00	36,864.63	10,500.37	77.83
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	1,238.05	41.95	96.72
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	0.00	2,800.00	0.00
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	750.00	0.00	750.00	0.00
248-742-955.310	CONCERTS	32,800.00	32,400.00	34,035.38	(1,635.38)	105.05
248-742-955.320	SKELETONS EVENT	13,000.00	15,485.00	15,485.99	(0.99)	100.01
248-742-955.330	HOLIDAY TO REMEMBER EVENT	5,000.00	5,465.00	5,463.83	1.17	99.98
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	1,390.00	2,114.41	(724.41)	152.12
unclassified		170,500.00	182,035.00	168,855.58	13,179.42	92.76
Total Dept 742 - MARKETING COMMITTEE		170,500.00	182,035.00	168,855.58	13,179.42	92.76
<b>Department: 743 PARKING COMMITTEE</b>						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	27,100.00	26,174.81	925.19	96.59
248-743-709.000	WAGES - PART TIME	5,800.00	0.00	0.00	0.00	0.00
248-743-725.000	FRINGE BENEFITS	5,120.00	12,000.00	11,803.02	196.98	98.36
248-743-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	250.00	0.00
248-743-995.230	O/T TO PARKING FUND	104,430.00	104,430.00	104,430.00	0.00	100.00
unclassified		125,035.00	143,830.00	142,407.83	1,422.17	99.01
Total Dept 743 - PARKING COMMITTEE		125,035.00	143,830.00	142,407.83	1,422.17	99.01
<b>Department: 744 ORGANIZATIONAL COMMITTEE</b>						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	40,245.00	39,048.75	1,196.25	97.03
248-744-709.000	WAGES - PART TIME	7,730.00	0.00	0.00	0.00	0.00
248-744-725.000	FRINGE BENEFITS	7,510.00	19,050.00	18,614.83	435.17	97.72
248-744-726.000	SUPPLIES	1,250.00	1,250.00	798.94	451.06	63.92
248-744-730.000	POSTAGE	50.00	50.00	0.00	50.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	2,420.00	3,135.51	(715.51)	129.57
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	4,000.00	2,007.60	1,992.40	50.19
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	1,510.00	1,507.50	2.50	99.83
248-744-876.000	RETIREE HEALTHCARE COSTS	0.00	2,559.00	2,559.48	(0.48)	100.02
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	300.20	914.80	24.71
248-744-956.000	CONTINGENCIES	3,270.00	0.00	0.00	0.00	0.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,400.00	1,272.50	127.50	90.89
248-744-960.000	EDUCATION & TRAINING	850.00	1,550.00	1,143.00	407.00	73.74
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	4,450.00	4,925.00	4,924.00	1.00	99.98
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	2,446.17	53.83	97.85
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	119,980.00	119,980.00	119,980.00	0.00	100.00
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(60,505.00)	(60,505.00)	(60,505.00)	0.00	100.00
unclassified		110,875.00	142,149.00	137,233.48	4,915.52	96.54
Total Dept 744 - ORGANIZATIONAL COMMITTEE		110,875.00	142,149.00	137,233.48	4,915.52	96.54
<b>Department: 745 ECONOMIC DEVELOPMENT COMMITTEE</b>						

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 % Fiscal Year Completed: 100.00

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 06/30/2025	Available Balance 06/30/2025	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 745 ECONOMIC DEVELOPMENT COMMITTEE</b>						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	50,745.00	50,212.17	532.83	98.95
248-745-709.000	WAGES - PART TIME	7,730.00	0.00	0.00	0.00	0.00
248-745-725.000	FRINGE BENEFITS	13,645.00	21,220.00	20,942.91	277.09	98.69
248-745-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
	Unclassified	49,625.00	72,065.00	71,155.08	909.92	98.74
	Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	49,625.00	72,065.00	71,155.08	909.92	98.74
<b>Department: 906 DEBT SERVICE</b>						
Unclassified						
248-906-995.303	O/T TO DEBT SERVICE FUND	167,421.00	167,421.00	167,394.47	26.53	99.98
	Unclassified	167,421.00	167,421.00	167,394.47	26.53	99.98
	Total Dept 906 - DEBT SERVICE	167,421.00	167,421.00	167,394.47	26.53	99.98
	Expenditures	1,137,271.00	1,151,195.00	1,068,646.26	82,548.74	92.83
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>						
	TOTAL REVENUES	1,137,271.00	1,151,195.00	1,122,118.43	29,076.57	97.47
	TOTAL EXPENDITURES	1,137,271.00	1,151,195.00	1,068,646.26	82,548.74	92.83
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	53,472.17	(53,472.17)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 06/01/2025 - 06/30/2025

Attachment 4.b

POSTED AND UNPOSTED  
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 524 MILL RACE VILLAGE MAINTENANCE</b>					
101-524-801.000	CONTRACTUAL SERVICES	KONE, INC.	MAINTENANCE PERIOD JUNE 2025	92.37	125411
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE 6/2/25	514.65	125432
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE	514.65	125606
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE	514.65	125606
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE	514.65	125606
Total Department 524 MILL RACE VILLAGE MAINTENANCE				2,150.97	
Total Fund 101 GENERAL FUND				2,150.97	
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>Department: 000</b>					
248-000-490.100	OUTDOOR DINING/RETAIL PERM	STATE OF MICHIGAN	UNCLAIMED PROPERTY 2025	45.00	500955
248-000-665.500	INVESTMENT ADVISORY FEES	ROBINSON CAPITAL MANAGEMEN	JUNE MGMT FEES	32.23	125605
Total Department 000				77.23	
<b>Department: 741 DESIGN COMMITTEE</b>					
248-741-775.200	DOWNTOWN MATERIALS	ADORN LLC	FRAME DECOR	159.00	None
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	SOFTWARE SECURITY CAMERAS	78.16	125331
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION, IN	IRRIGATION SPRING	1,969.97	125575
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE / INTERNET	299.00	None
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY RENTAL PROGRAM	198.00	125409
248-741-920.010	ELECTRIC POWER	DTE ENERGY	STREET LIGHTING JUNE 2025	1,112.44	None
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC USAGE 5/16/25 - 6/16/25	182.49	125401
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC USAGE 5/16/25 - 6/16/25	260.35	125401
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC USAGE 5/16/25 - 6/16/25	37.64	125401
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELECTRIC USAGE 5/16/25 - 6/16/25	83.16	125401
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC USAGE 5/16/25 - 6/16/25	99.40	125401
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC CHARGES 5/21/25 - 6/19/25	33.14	125573
248-741-920.010	5691568 - 112 N WING - Y	DTE ENERGY	ELECTRIC CHARGES 5/24/25 - 6/25/25	123.32	125573
248-741-920.010	8046563 - 126 N WING - AA	DTE ENERGY	ELECTRIC CHARGES 5/24/25 - 6/25/25	18.92	125573
248-741-938.120	LANDSCAPE MAINTENANCE	ELLSWORTH INDUSTRIES, INC.	MULCH	632.00	125302
248-741-938.120	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	SPRING PLANTINGS	4,081.00	125577
Total Department 741 DESIGN COMMITTEE				9,367.99	
<b>Department: 742 MARKETING COMMITTEE</b>					
248-742-726.000	SUPPLIES	HOME DEPOT CREDIT SERVICES	6035322532048778	82.99	125640
248-742-726.000	SUPPLIES	HOME DEPOT CREDIT SERVICES	6035322532048778	35.86	125640
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	EVENT CARD, NEWSLETTER, LOGO FOR SUMM	1,785.00	125317
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	KIOSK AND POSTERS	360.00	125299
248-742-801.000	CONTRACTUAL SERVICES	PEARSON, STACY K	COLOR COPIES FOR MUSIC AND BAGS POSTE	30.43	125345
248-742-801.000	CONTRACTUAL SERVICES	FUTURE REPRODUCTIONS, INC	BUSINESS CARDS	198.50	125390
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	VILLLE, NEWSLETTER, AND MONTHLY GRAPH	560.00	125419
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	DESIGN & GRAPHICS	560.00	None
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	COMMUNICATIONS	72.20	None
248-742-955.310	CONCERTS	SCHENDEL CORPORATION	A FRAME SIGNS	121.62	125437
248-742-955.310	CONCERTS	JAG ENTERTAINMENT	MAY & JUNE CONCERTS	11,600.00	125591
248-742-955.340	CHILI COOKOFF EVENT	JAG ENTERTAINMENT	CHILI FEST	725.00	125591
Total Department 742 MARKETING COMMITTEE				16,131.60	
<b>Department: 744 ORGANIZATIONAL COMMITTEE</b>					
248-744-802.010	LEGAL SERVICES - GENERAL	GIARMARCO, MULLINS, & HORT	LEGAL FEES - GENERAL MAY 2025	208.00	125287

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 06/01/2025 - 06/30/2025

POSTED AND UNPOSTED

OPEN AND PAID

Attachment 4.b

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>Department: 744 ORGANIZATIONAL COMMITTEE</b>					
248-744-960.000	EDUCATION & TRAINING	KNIGHT, KATHERINE A.	MDA SUMMER CONFERENCE - MILEAGE	343.00	125441
248-744-960.000	EDUCATION & TRAINING	KNIGHT, KATHERINE A.	PROFESSIONAL DEVELOPMENT TRAVEL	449.82	None
Total Department 744 ORGANIZATIONAL COMMITTEE				<u>1,000.82</u>	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				<u>26,577.64</u>	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 06/01/2025 - 06/30/2025

POSTED AND UNPOSTED

OPEN AND PAID

Attachment 4.b

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	2,150.97	
		248	DOWNTOWN DEVELOPMENT AUTHORITY	26,577.64	
		Total For All Funds:		<u>28,728.61</u>	



**Downtown Development Authority  
Meeting of the DDA Board of Directors**

**June 24, 2025**

The June 24, 2025 meeting of the DDA Board of Directors was called to order at 8:32am.

**ROLL CALL**

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

**Absent:** Mayor Brian Turnbull, Amy Bonser, Aaron Cozart, Mike Jaafar, Robert Miller

**Also Present:** George Lahanas / City Manager, Kate Knight / DDA Director, Stacy Pearson / DDA Assistant Director, Al Maciag / NCFD Police Chief, Barbara Moroski-Browne / Mayor Pro-Tem, Fred Sheill

**AUDIENCE COMMENT** None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

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

**EXECUTIVE DIRECTOR REPORT**

Knight led a discussion and presentation on a Herta Communications Report, noting that moving forward the board will be presented with social media analytics report out. Knight: SEMCOG analytics are coming soon. Discussion on downtown strategic priorities followed, moving through the future connection ideas between the current traditional downtown and the new Downs development. Boyd requested that mechanisms to incentivize/ promote first floor retail leases be explored. Knight closed with a commitment to discuss executive committee expectations and research organizational education opportunities for the board.

**COMMITTEE UPDATES**

**Design Committee** – Miller reported that GMA would be rolling out a report on the updates for Town Square as well as proposals for the connectivity issue between Town Square and the Downs development area.

**Marketing Committee** – Bonser gave an outlay of the new changes being implemented in the structure of the Marketing Mix group to include an internal group focused on high level promotion of Northville as well as a broader group reporting to the communications department on events and happenings.

**Parking Committee** – Knight provided a note on parking counts as they occur on Wed nights once a month as a sample. There are more than 1000 free, untimed spaces, however parking inventory can be audited as we develop The Downs. Current sampling times on Wednesdays and Thursdays inform that downtown parking is not at capacity.

**Organizational Committee** – Boyd noted that budget discussions on DDA spending would happen at the July meeting.

**Economic Development Committee** – Cole provided information that Cady corridor updates are soon to come.

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

DDA Board meeting, July 22, 2025, 8:30am, DDA Meeting Room A.

#### **BOARD AND STAFF COMMUNICATIONS**

Pearson updated that all events are in full swing: Tunes on Tuesday, Bags in the Ville on Wednesday, Dancin' in the Ville on Wednesday, Thursday Solo Acoustics on Center, Thursdays Toast to the Weekend Jazz in Town Square, Friday Acoustic Bands in Old Church Square, and Saturday Big Bands in Town Square.

#### **ADJOURNMENT**

**Motion by McKindles and seconded by Boyd** to adjourn the DDA Board meeting.

**Motion carried** unanimously. **Meeting adjourned at 9:56am.**

Respectfully submitted,  
Stacy Pearson, Assistant DDA Director  
Northville DDA



## NORTHVILLE DDA EV USAGE REPORT

### Jun-25

Charger Location	Energy (KWH) MAR	Energy (KWH) APR	Energy (KWH) MAY	Energy (KWH) JUNE
123 E Cady St	999.3	1378.744	1905.23	1555.01
123 W Cady St	1680	1340.174	1028.47	949.32
114 W Main St	1258.7	1584.272	1422.77	1689.02
Totals:	3938	4303.19	4356.47	4193.35

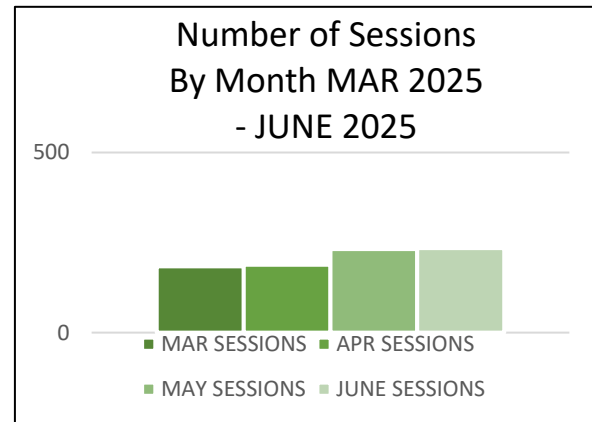
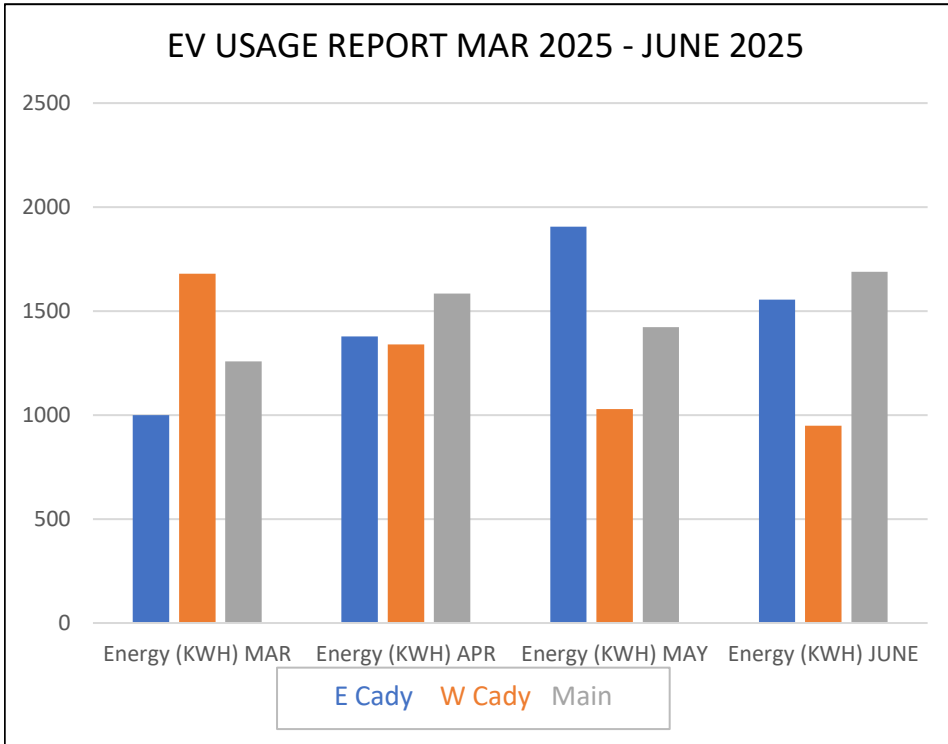
Session Totals	MAR SESSIONS	APR SESSIONS	MAY SESSIONS	JUNE SESSIONS
	184	188	232	235

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	195.22	106	259.17	2047.17
123 W Cady St	161.64	53	158.22	1249.79
114 W Main St	180.05	76	281.5	2223.59
Totals:	536.91	235	698.89	5520.55

Annual Users	Mar-25	Apr-25	May-25	Jun-25
Sessions to Date	2045	2233	2465	2700
DDA Funds Earned	\$118.00	\$129.03	\$130.40	\$124.76



Northville, Michigan EV Report


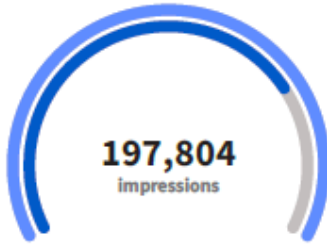
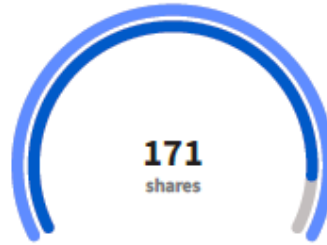



### JUNE 2025 DATA

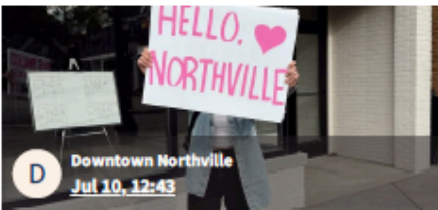
Petroleum Dsplcmt GAL 698.89  
Green House Gas KG 5520.55

# DDA Facebook Analytics

June 16 - July 17 compared to May 17- June 15

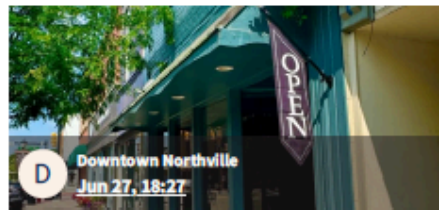
<p><b>Posts</b></p>  <p><b>41</b> posts</p> <p>41.4% from 29</p>	<p><b>Post impressions</b></p>  <p><b>197,804</b> impressions</p> <p>33.9% from 147,699</p>	<p><b>Post shares</b></p>  <p><b>171</b> shares</p> <p>10.3% from 155</p>	<p><b>Post reactions &amp; likes</b></p>  <p><b>2,272</b> reactions</p> <p>104% from 1,114</p>
<p><b>Post impressions</b></p> <p><b>197,804</b> impressions</p> <p>33.9% from 147,699</p>	<p><b>Followers</b></p> <p><b>18,534</b> followers</p> <p>1.6% from 18,248</p>	<p><b>Post shares</b></p> <p><b>171</b> shares</p> <p>10.3% from 155</p>	<p><b>Post comments &amp; replies</b></p> <p><b>365</b> comments</p> <p>159% from 141</p>
<p><b>Post reactions &amp; likes</b></p> <p><b>2,271</b> reactions</p> <p>104% from 1,114</p>	<p><b>Post link clicks</b></p> <p><b>54</b> clicks</p> <p>67.9% from 168</p>	<p><b>Average post engagemen...</b></p> <p><b>4.85%</b> engagement rate</p> <p>0.6% from 4.88%</p>	

**Top posts**



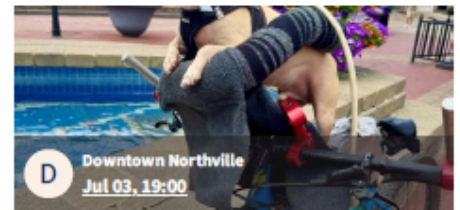
👉 Sneak Peek 👉 at the newest #DowntownNorthville Business, Kiloh & Co.! Join us in welcoming this amazing woman-owned apparel brand that focuses on game day,

**586** likes



Say hello to 👉 Villa Norte Cocina Mexicana 👉 the newest spot in #DowntownNorthville! Now open, and serving up flavor you'll love. Be sure to put a visit on your weekend to-

**483** likes



Putter the pup thinks it's a great day for a bike ride in #DowntownNorthville. 🐕🚲 Come on down for dinner, some music, and to enjoy the beautiful weather!

**125** likes

# DDA Instagram Analytics

June 16 - July 17 compared to May 17- June 15

