



**Meeting of the DDA Board of Directors
August 26, 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. July 2025 Revenue and Expenditure Report (Attachment 4.a)
 - b. July 2025 Invoice Report (Attachment 4.b)
 - c. July 22, 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 (Attachment 5.a)
6. The Downs PUD Project Status – Seth Herkowitz, Hunter Pasteur Homes
7. Consideration to Approve Grissim Metz Andriese (GMA) Professional Services for Town Square Hardscape and Landscape Improvements (Attachment 7.a, 7.b)
8. Consideration to Approve GMA Professional Services for Town Square Band Shell Improvements (Attachment 8.a, 8.b)
9. Consideration to Approve Professional Services for Arborist (Attachment 9.a, 9.b, 9.c)
10. Consideration to Approve Throne Pilot Contract (Attachment 10.a, 10.b)
11. 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
12. Board and Staff Communications
13. Adjournment – Next Meeting September 23, 2025

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 07/31/2024
 % Fiscal Year Completed: 8.49

Attachment 4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 07/31/2024	Available Balance 07/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
PROPERTY TAXES						
248-000-404.000	CURRENT PROPERTY TAXES	887,776.00	887,776.00	498,193.31	389,582.69	56.12
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00
248-000-451.000	DDA OPERATING LEVY	73,915.00	73,915.00	15,120.17	58,794.83	20.46
	PROPERTY TAXES	960,691.00	960,691.00	513,313.48	447,377.52	53.43
LICENSES, FEES, & PERMITS						
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	0.00	180.00	0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	16,500.00	16,500.00	644.64	15,855.36	3.91
	LICENSES, FEES, & PERMITS	16,680.00	16,680.00	644.64	16,035.36	3.86
STATE REVENUES						
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	30,000.00	30,000.00	0.00	30,000.00	0.00
	STATE REVENUES	30,000.00	30,000.00	0.00	30,000.00	0.00
SALES & SERVICES						
248-000-626.000	MISCELLANEOUS REVENUE	350.00	350.00	50.00	300.00	14.29
248-000-626.110	EV CHARGING STATION REVENUE	500.00	500.00	0.00	500.00	0.00
	SALES & SERVICES	850.00	850.00	50.00	800.00	5.88
INTEREST						
248-000-665.000	INTEREST - INVESTMENT POOL	10,000.00	10,000.00	0.00	10,000.00	0.00
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	4,000.00	622.01	3,377.99	15.55
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	9,000.00	1,343.80	7,656.20	14.93
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	0.00	(500.00)	0.00
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(54.26)	(645.74)	7.75
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	0.00	(550.00)	0.00
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(10.55)	(119.45)	8.12
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	4,335.36	(4,335.36)	100.00
	INTEREST	21,120.00	21,120.00	6,236.36	14,883.64	29.53
RENTAL INCOME						
248-000-667.020	RENT - SHORT TERM	200.00	200.00	0.00	200.00	0.00
	RENTAL INCOME	200.00	200.00	0.00	200.00	0.00
GRANTS & OTHER LOCAL SOURCES						
248-000-677.010	SPONSORSHIPS - CONCERTS	32,800.00	32,800.00	17,500.00	15,300.00	53.35
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	15,000.00	500.00	14,500.00	3.33
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	5,000.00	5,000.00	0.00	5,000.00	0.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	2,000.00	2,000.00	0.00	2,000.00	0.00
	GRANTS & OTHER LOCAL SOURCES	54,800.00	54,800.00	18,000.00	36,800.00	32.85
MISCELLANEOUS REVENUES						
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	0.00	6,000.00	0.00
	MISCELLANEOUS REVENUES	6,000.00	6,000.00	0.00	6,000.00	0.00
FUND BALANCE RESERVE						
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	46,930.00	46,930.00	0.00	46,930.00	0.00
	FUND BALANCE RESERVE	46,930.00	46,930.00	0.00	46,930.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 07/31/2024
 % Fiscal Year Completed: 8.49

Attachment 4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 07/31/2024	Available Balance 07/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
Total Dept 000		1,137,271.00	1,137,271.00	538,244.48	599,026.52	47.33
Revenues		1,137,271.00	1,137,271.00	538,244.48	599,026.52	47.33
Account Category: Expenditures						
Department: 573 DPW SERVICES						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	325.90	7,874.10	3.97
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	1,705.00	0.00	1,705.00	0.00
248-573-725.000	FRINGE BENEFITS	9,900.00	9,900.00	303.59	9,596.41	3.07
248-573-801.020	AUTOMOTIVE SERVICE	500.00	500.00	0.00	500.00	0.00
248-573-943.000	EQUIPMENT RENTAL - CITY	11,165.00	11,165.00	127.30	11,037.70	1.14
Unclassified		31,470.00	31,470.00	756.79	30,713.21	2.40
Total Dept 573 - DPW SERVICES		31,470.00	31,470.00	756.79	30,713.21	2.40
Department: 741 DESIGN COMMITTEE						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	23,460.00	841.20	22,618.80	3.59
248-741-709.000	WAGES - PART TIME	72,610.00	72,610.00	4,751.27	67,858.73	6.54
248-741-725.000	FRINGE BENEFITS	17,755.00	17,755.00	831.74	16,923.26	4.68
248-741-726.000	SUPPLIES	450.00	450.00	1,050.99	(600.99)	233.55
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	4,476.25	50,523.75	8.14
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	2,500.00	2,500.00	1,892.50	607.50	75.70
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	11.26	988.74	1.13
248-741-801.000	CONTRACTUAL SERVICES	29,870.00	29,870.00	0.00	29,870.00	0.00
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	0.00	4,000.00	0.00
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	884.15	31,055.85	2.77
248-741-920.020	NATURAL GAS	18,980.00	18,980.00	148.13	18,831.87	0.78
248-741-920.030	WATER & SEWER SERVICE	10,240.00	10,240.00	0.00	10,240.00	0.00
248-741-938.120	LANDSCAPE MAINTENANCE	38,060.00	38,060.00	(7,146.50)	45,206.50	(18.78)
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	480.00	487.00	(7.00)	101.46
248-741-976.010	SITE AMENITIES	29,000.00	29,000.00	(1,238.00)	30,238.00	(4.27)
248-741-976.020	PEDESTRIAN PLAN IMPLEMENTATION	75,000.00	75,000.00	0.00	75,000.00	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	20,000.00	20,000.00	0.00	20,000.00	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	50,000.00	50,000.00	0.00	50,000.00	0.00
Unclassified		482,345.00	482,345.00	6,989.99	475,355.01	1.45
Total Dept 741 - DESIGN COMMITTEE		482,345.00	482,345.00	6,989.99	475,355.01	1.45
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	18,770.00	672.94	18,097.06	3.59
248-742-709.000	WAGES - PART TIME	26,490.00	26,490.00	650.22	25,839.78	2.45
248-742-725.000	FRINGE BENEFITS	11,195.00	11,195.00	397.88	10,797.12	3.55
248-742-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	11,139.56	43,225.44	20.49
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	60.80	1,219.20	4.75
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	8,000.00	(5,200.00)	285.71

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	2,750.00	0.00	2,750.00	0.00
248-742-955.310	CONCERTS	32,800.00	32,800.00	0.00	32,800.00	0.00
248-742-955.320	SKELETONS EVENT	13,000.00	13,000.00	0.00	13,000.00	0.00
248-742-955.330	HOLIDAY TO REMEMBER EVENT	5,000.00	5,000.00	0.00	5,000.00	0.00
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	2,000.00	0.00	2,000.00	0.00
Unclassified		170,500.00	170,500.00	20,921.40	149,578.60	12.27
Total Dept 742 - MARKETING COMMITTEE		170,500.00	170,500.00	20,921.40	149,578.60	12.27
Department: 743 PARKING COMMITTEE						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	9,385.00	336.50	9,048.50	3.59
248-743-709.000	WAGES - PART TIME	5,800.00	5,800.00	298.34	5,501.66	5.14
248-743-725.000	FRINGE BENEFITS	5,120.00	5,120.00	201.84	4,918.16	3.94
248-743-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	250.00	0.00
248-743-995.230	O/T TO PARKING FUND	104,430.00	104,430.00	26,107.50	78,322.50	25.00
Unclassified		125,035.00	125,035.00	26,944.18	98,090.82	21.55
Total Dept 743 - PARKING COMMITTEE		125,035.00	125,035.00	26,944.18	98,090.82	21.55
Department: 744 ORGANIZATIONAL COMMITTEE						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	14,075.00	504.71	13,570.29	3.59
248-744-709.000	WAGES - PART TIME	7,730.00	7,730.00	397.78	7,332.22	5.15
248-744-725.000	FRINGE BENEFITS	7,510.00	7,510.00	293.98	7,216.02	3.91
248-744-726.000	SUPPLIES	1,250.00	1,250.00	338.47	911.53	27.08
248-744-730.000	POSTAGE	50.00	50.00	0.00	50.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	0.00	750.27	(750.27)	100.00
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	0.00	6,500.00	0.00
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	900.00	107.97	792.03	12.00
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	26.53	1,188.47	2.18
248-744-956.000	CONTINGENCIES	3,270.00	3,270.00	0.00	3,270.00	0.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	0.00	1,100.00	0.00
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	850.00	0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	4,450.00	4,450.00	2,462.00	1,988.00	55.33
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,959.17	540.83	78.37
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	119,980.00	119,980.00	29,995.00	89,985.00	25.00
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(60,505.00)	(60,505.00)	(15,126.25)	(45,378.75)	25.00
Unclassified		110,875.00	110,875.00	21,709.63	89,165.37	19.58
Total Dept 744 - ORGANIZATIONAL COMMITTEE		110,875.00	110,875.00	21,709.63	89,165.37	19.58
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	28,150.00	1,009.45	27,140.55	3.59
248-745-709.000	WAGES - PART TIME	7,730.00	7,730.00	397.78	7,332.22	5.15
248-745-725.000	FRINGE BENEFITS	13,645.00	13,645.00	517.80	13,127.20	3.79

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 07/31/2024
 % Fiscal Year Completed: 8.49

Attachment 4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 07/31/2024	Available Balance 07/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
	Unclassified	49,625.00	49,625.00	1,925.03	47,699.97	3.88
	Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	49,625.00	49,625.00	1,925.03	47,699.97	3.88
Department: 906 DEBT SERVICE						
Unclassified						
248-906-995.303	O/T TO DEBT SERVICE FUND	167,421.00	167,421.00	0.00	167,421.00	0.00
	Unclassified	167,421.00	167,421.00	0.00	167,421.00	0.00
	Total Dept 906 - DEBT SERVICE	167,421.00	167,421.00	0.00	167,421.00	0.00
	Expenditures	1,137,271.00	1,137,271.00	79,247.02	1,058,023.98	6.97
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	1,137,271.00	1,137,271.00	538,244.48	599,026.52	47.33
	TOTAL EXPENDITURES	1,137,271.00	1,137,271.00	79,247.02	1,058,023.98	6.97
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	458,997.46	(458,997.46)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 07/01/2025 - 07/31/2025

POSTED AND UNPOSTED

OPEN AND PAID

Attachment 4.b

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 524 MILL RACE VILLAGE MAINTENANCE					
101-524-801.000	CONTRACTUAL SERVICES	KONE, INC.	MAINTENANCE PERIOD JULY 2025	92.37	125688
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICES: 7.11, 7.21 & 7.22	514.65	125772
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICES: 7.14-7.15.2025	514.65	None
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE	514.65	125708
Total Department 524 MILL RACE VILLAGE MAINTENANCE				1,636.32	
Total Fund 101 GENERAL FUND				1,636.32	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 741 DESIGN COMMITTEE					
248-741-775.210	SOCIAL DISTRICT EXPENDITUR	ADAM SINKUS	NEW CORNHOLE BOARDS X 4	700.00	125621
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	CITY CAMERA SYSTEM SOFTWARE	78.16	125608
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC CHARGES 6/17/25 - 7/16/25	135.42	125727
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 6/17/25 - 7/16/25	407.49	125727
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC CHARGES 6/17/25 - 7/16/25	35.84	125727
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELECTRIC CHARGES 6/17/25 - 7/16/25	76.75	125727
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 6/17/25 - 7/16/25	85.05	125727
248-741-920.010	5691568 - 112 N WING - Y	DTE ENERGY	ELECTRIC CHARGES 6.26.25 - 7.25.25	110.74	125743
248-741-920.010	8046563 - 126 N WING - AA	DTE ENERGY	ELECTRIC CHARGES 6.26.25 - 7.25.25	18.80	125743
248-741-962.500	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RISK	FY25-26 MMRMA CONTRIBUTION-1ST INSTAL	461.00	125681
Total Department 741 DESIGN COMMITTEE				2,109.25	
Department: 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	BROADCAST MUSIC INC	TOWN SQUARE SOUND SYSTEM	446.00	125766
Total Department 742 MARKETING COMMITTEE				446.00	
Department: 744 ORGANIZATIONAL COMMITTEE					
248-744-962.000	LIABILITY & PROPERTY INSUR	MICHIGAN MUNICIPAL RISK	FY25-26 MMRMA CONTRIBUTION-1ST INSTAL	2,673.00	125681
Total Department 744 ORGANIZATIONAL COMMITTEE				2,673.00	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				5,228.25	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 07/01/2025 - 07/31/2025

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	1,636.32	
248			DOWNTOWN DEVELOPMENT AUTHORITY	5,228.25	
		Total For All Funds:		<u>6,864.57</u>	



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

July 22, 2025

The July 22, 2025 meeting of the DDA Board of Directors was called to order at 8:31am in City Hall Council Chambers.

ROLL CALL

Present: DJ Boyd, Amy Bonser, Margene Buckhave, David Cole, Aaron Cozart, Mike Jaafar, Jim Long, Robert Miller, Shawn Riley

Absent: Mayor Brian Turnbull, Ryan McKindles

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, Mary Keys, Mishelle Lussier, Cindi Brazen, Ed Brazen, Toni Genitti, Sue Grissim (GMA), CJ Thompson (GMA)

AUDIENCE COMMENT None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by **Boyd**, **seconded** by **Long** to approve the agenda and consent agenda.
Motion carried unanimously.

EXECUTIVE DIRECTOR REPORT

Knight gave an overview of recent happenings in downtown in addition to an update on new and incoming businesses to the downtown district. Riley praised the DDA's work over the past week in being agile in response to streets reopening to vehicular traffic.

GRISSIM METZ ANDRIESE ASSOCIATES (GMA) PROPOSAL FOR CONCEPTUAL DESIGN AND PLANNING FOR FUTURE DOWNTOWN PROJECTS

Grissim and Thompson presented on the proposed conceptual design and planning for updates and renovations to Town Square, the clock tower, the connectivity area between Town Square and the north side of Main Street, the connection between Town Square south to Cady, and the three adjacent lots on Cady Street. Following the full presentation, Thompson led a discussion on a high level look at proposed budgetary costs for each portion of the project. Knight proposed that the next step be a deeper discussion with a full cost analysis. Boyd interjected a note on public restrooms; Knight committed to bringing staff research to date on the Throne program to the August board meeting. Board

discussion ensued for each portion of the project, with various ideas on how to proceed. Chair Riley called for a show of initial support for the scope presented, with a hand-raise vote on the board's "comfort level with the overall design". After a unanimous decision to move forward, the board as a whole identified the following action plan for the proposed Town Square project:

1. GMA authorized to provide proposal for bid solicitation for miscellaneous hardscape maintenance and repair, as well as implementing power washing and re-sanding of paver joints in town square and all additional miscellaneous updates as outlined by GMA.
2. GMA authorized to provide proposal for west perimeter wall proposed plans with pricing for Option A.
3. GMA authorized to provide proposal for raised tree beds with new capping proposed plans with pricing.
4. GMA authorized to provide proposal to develop further study on band shell, including performance platform in coordination with sounds and lighting design specifics and pricing.
5. GMA approved to provide proposal for construction documents for fountain redesign.
6. GMA approved to provide proposal for lighting as shown in precedent deck in presentation.
7. GMA approved to provide proposal for deeper dive into design and engineering, working with DDA staff and OHM, to understand costs and phasing opportunities for "table top" extension of Town Square through Main Street, including Clock Tower and "canoe".

Knight concluded that this, phase one, with GMA is complete. Board supports proceeding with next steps to solicit professional services for above items; all findings shall be reported back to the DDA by the August 26, 2025 board meeting.

Motion by Cozart, seconded by **Buckhave to** authorize Executive Director Kate Knight to move forward with development of furnishings package and basic maintenance as outlined in presentation, work with GMA to develop corresponding proposal for professional services toward fulfillment of reach the numbers and scope of this project. Motion carried **unanimously**.

COMMITTEE UPDATES

Design Committee – Miller - None

Marketing Committee – Bonser - Small committee meeting last week met to discuss the overall promotion of downtown. The group will be moving forward with ideas to invest in our businesses downtown to include optional opportunities for marketing workshops for business owners and merchants, as well as presenting social media analytics to the board.

Parking Committee – Chief Maciag – none

Organizational Committee – Boyd – The Officer's Committee will be tasks with bringing budget recommendations to the board in September.

Economic Development Committee – Cole – none

NEW BUSINESS

Long brought forward concerns regarding recent reports of local business owners boycotting fellow establishments. The board came to a swift consensus that the DDA does not condone any form of business boycotting within the downtown district.

Knight reported that a public statement was released by the City on July 21, 2025, outlining the City's legal position regarding the ongoing court case, affirming that both the City and the DDA remain within their legal rights to continue on-street dining operations.

Knight reiterated the DDA's commitment to maintaining a positive tone moving forward and emphasized the organization's responsibility to uphold the high standards expected in downtown Northville. Knight acknowledged that the recent expedited reopening of streets to vehicular traffic limited the DDA's ability to provide a cohesive and aesthetically pleasing kit of parts for outdoor dining, and noted that improvements are forthcoming.

Knight also noted that on-street dining has been part of the downtown experience for over a decade and that the Michigan Downtown Association has issued a statement regarding the longstanding best practice of outdoor dining in on-street public space as an important economic development tool. Knight concluded with concerns regarding recent efforts to halt outdoor dining mid-season, characterizing them as punitive in nature.

Jaafar expressed support for both outdoor dining and the re-opened streets, noting that while the current safety barricades may not be visually ideal, public safety remains a priority. Miller commended the board's proactive efforts in addressing future DDA initiatives and improvements to downtown infrastructure. General discussion followed regarding the current outdoor dining setup and street programming, with members reaffirming the DDA's commitment to fostering a vibrant and inclusive downtown district.

Knight posed the question to the board on whether or not it was desirable to repost the city's statement on the court case, to which the board concluded that it was enough to have it for public consumption on the city's socials and it was not necessary for it to be addressed on DDA platforms.

After a brief exchange and pause for clarification, it was unanimously agreed upon that the DDA would reopen the floor to public comment to which there was none.

BOARD AND STAFF COMMUNICATIONS

None

ADJOURNMENT

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

Motion carried unanimously. **Meeting adjourned at 10:43am**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

Jul-25

Charger Location	Energy (KWH) APR	Energy (KWH) MAY	Energy (KWH) JUNE	Energy (KWH) JULY
123 E Cady St	1378.744	1905.23	1555.01	1934.77
123 W Cady St	1340.174	1028.47	949.32	857.27
114 W Main St	1584.272	1422.77	1689.02	1708.22
Totals:	4303.19	4356.47	4193.35	4500.26

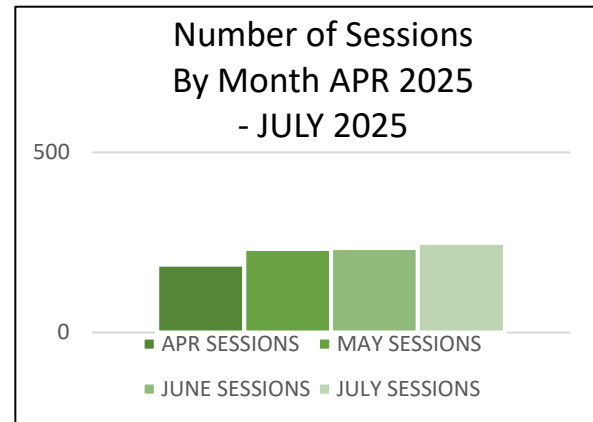
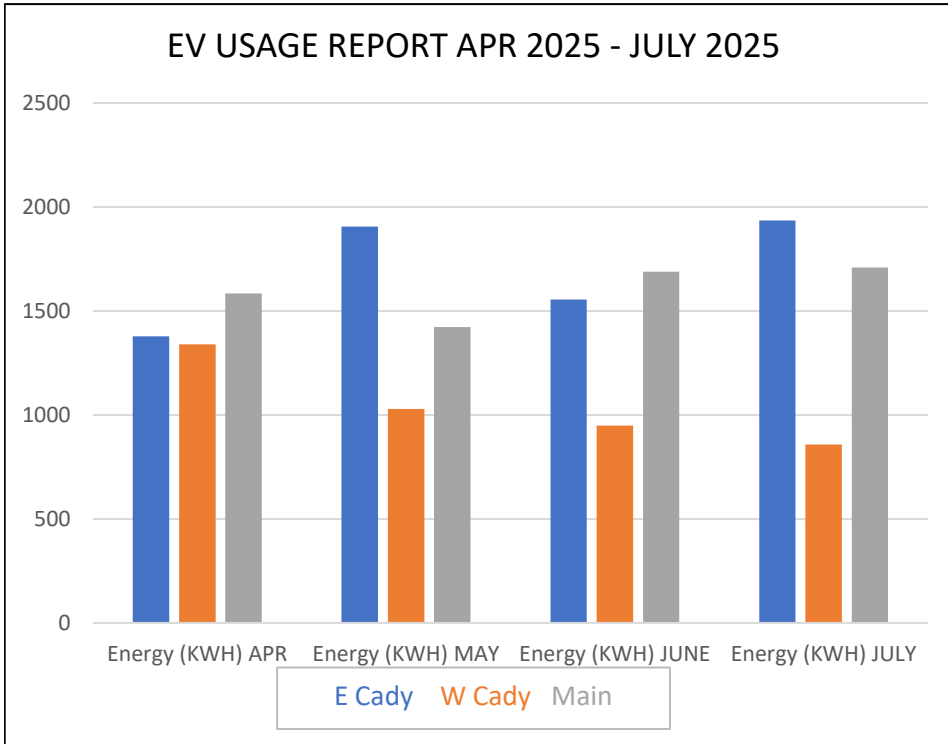
Session Totals	APR SESSIONS	MAY SESSIONS	JUNE SESSIONS	JULY SESSIONS
	188	232	235	249

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	227.33	113	322.46	2547.13
123 W Cady St	156.67	49	142.88	1128.6
114 W Main St	175.28	87	284.7	2248.87
Totals:	559.28	249	750.04	5924.6

Annual Users	Apr-25	May-25	Jun-25	Jul-25
Sessions to Date	2233	2465	2700	2949
DDA Funds Earned	\$129.03	\$130.40	\$124.76	\$134.82



Northville, Michigan EV Report

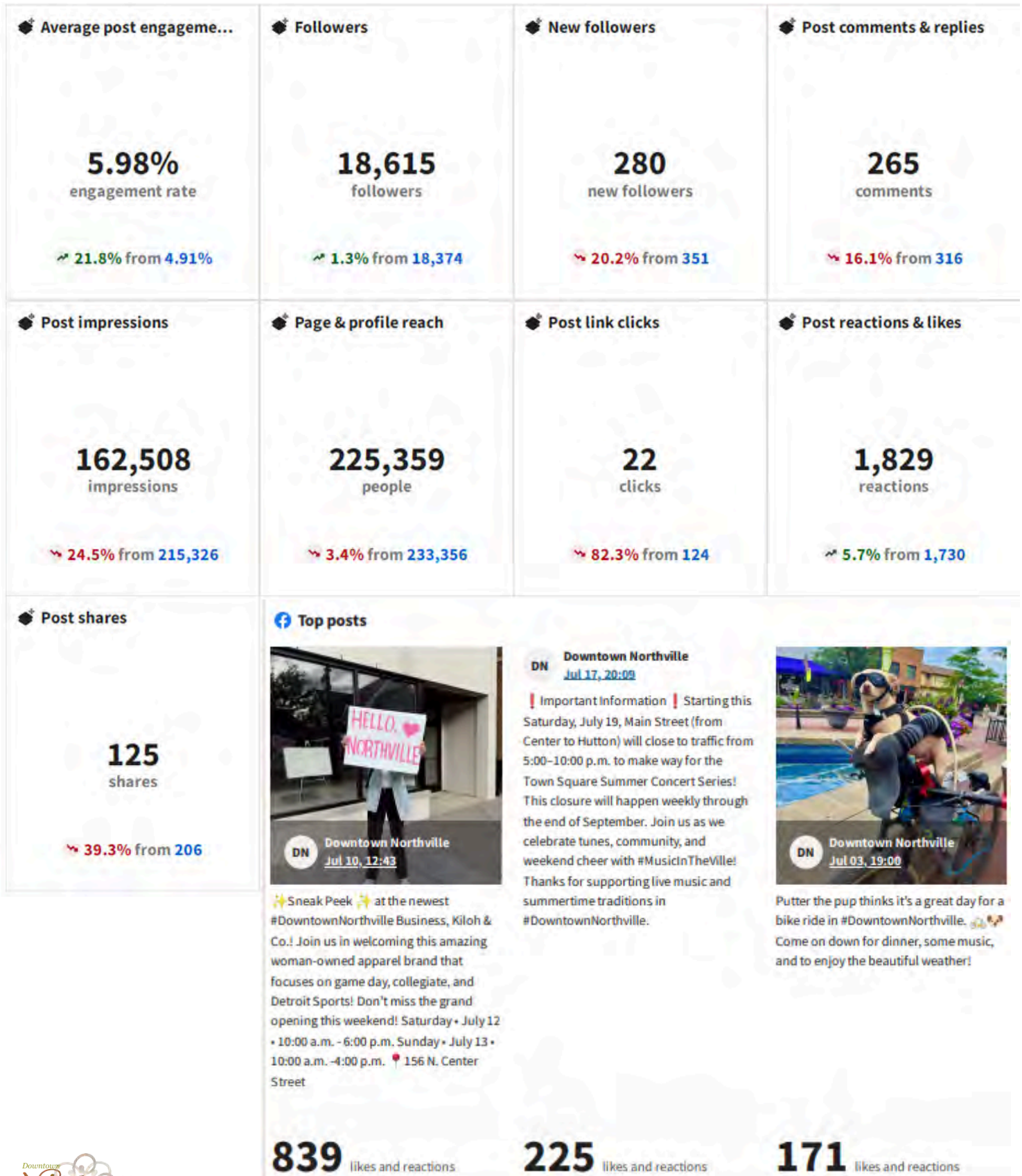


JUNE 2025 DATA

Petroleum Dsplcmt GAL 750.04
Green House Gas KG 5924.6

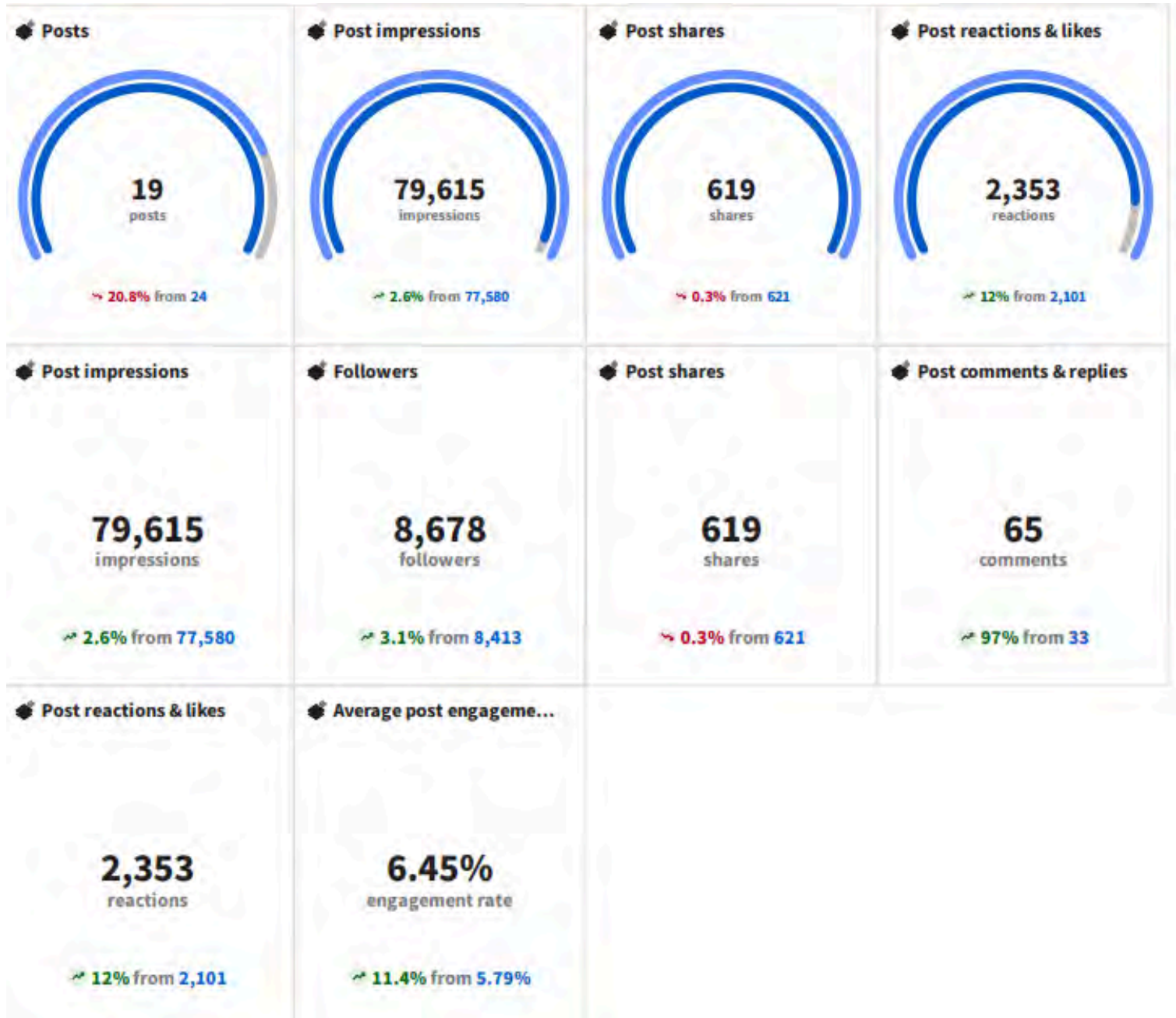
DDA Facebook Analytics

July 1 - July 31 compared to June 1- June 30



DDA Instagram Analytics

July 1 - July 31 compared to June 1- June 30



DDA Executive Director Report August 2025



Downtown Northville has been in the news lately, and we've worked to steer residual interest in our street status into media reach that lifts our business district across broader themes. The biggest story impact this month, with thousands of views and strong engagement, has been a WXYZ Channel 7 piece on new businesses, "'Thriving' Northville experiencing business boom", in which reporter Christiana Ford speaks with downtown businesses about "why they feel confident about the future". We are welcoming new businesses in a time of tremendous change, and our investments in communications and public space are an important piece of this work. More than six articles covering new business have hit in the last month, ranging from Kiloh + Co's opening to a line of customers, to a Detroit Free Press article listing a sampling of downtown eateries to enjoy during LIV weekend. [Here's a benchmark with fellow downtown district reach.](#)

In August, this LIV golf tour will draw tens of thousands in three days to St. John's Resort. Our marketing engagement with the event includes app content, with an invitation to "Visit Downtown Northville" within "Know Before You Go" ticketholder info. Print material is in place on resort grounds, and our social media is inclusive for the wide range of businesses in the DDA. We have new professional photography- gorgeous, current imagery of downtown, to share with anyone telling our story.

For LIV and also Skeletons Are Alive, we've ordered Placer AI data reports from our partners at SEMCOG. The economic development impact on our downtown, tracing trip origination from these events, has implications for local and regional investment. Our second report is for consecutive Octobers, comparing this 2025 month-long Skeletons are Alive event with past years, seeking volume analytics and application toward future planning.

An August 7 steering meeting consolidated community programming into October planning efforts downtown. Our 14th annual Skeletons are Alive October special event logistics are comprehensive and consider logistics that we haven't had in recent years. It is our DDA challenge to bring the high level of cultural programming we've established for many years, and we have some fresh branding infusion for 2025. Sponsorship opportunities are opening now.

We are several steps into a tight order of operations at Town Square: taking inventory on current conditions and developing a professional assessment of the work needed to take great care of our intensely used public square. In July, we discussed the scope and vision for work; this month we bring the action plan. Our first incremental sausage-making steps are in this packet. Our goal is that hardscape and landscape upgrades and maintenance will be bid and executed within a tight timeframe to minimally impact downtown programming.

We are investing in the DDA business experience with a new "How to Open a Business" document, created in cooperation with City departments, and the DDA will host a social media workshop in September for downtown businesses, with Herta Communications.

Respectfully submitted,
Kate Knight
DDA Executive Director



15000 Edward N. Hines Dr., Suite A
Plymouth, MI 48170
gma-la.com | 248. 347. 7010

August 15, 2025

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

Re: Town Square Hardscape and Landscape Improvements
Northville, Michigan
Landscape Architectural Services

Dear Kate:

We are pleased to submit the following proposal for landscape architectural services for the above-referenced project. This proposal is based on our conceptual design package that was presented to the DDA Board on 7/22/2025. This proposal includes providing construction documents for the proposed improvements as well as construction phase services.

Our proposed scope of services is outlined as follows:

A. Construction Document Phase

1. Preparation of overall plan that diagrams and quantifies proposed improvements. Improvements include miscellaneous hardscape and repair, painting/ refinishing of handrails and clock tower, landscape improvements to west perimeter wall, and furniture and umbrella layouts.
2. Typical Enlargement Plan will be included for proposed landscape, hardscape, and electrical improvements to (6) raised planting beds.
3. Preparation of lighting plan and any necessary details for new catenary lighting concept. We will work with our lighting manufacturers representative to provide any photometrics if required. Any structural engineering required for the catenary system will be in addition to this scope.
4. Bid Form and specifications quantifying improvements for bid solicitation.
5. Meetings and/or calls with the DDA Executive Director and Assistant to review design documents, bid tabulations, ect.

B. Bid Assistance and Review

1. GMA will issue plans and bid forms to approved contractors for bidding.
2. GMA will assist in answering any questions from bidders and issue necessary addendums.



August 15, 2025
Ms. Kate Knight
Northville DDA
Page 2

3. GMA will put together a bid tabulation form for the City to review along with award recommendations.

C. Construction Phase

1. Review all project submittals and shop drawings associated with our scope of work.
2. Provide construction observation services including periodic meetings on site to review work in progress and provide any document clarifications.

D. Meetings

1. This phase will account for additional meetings with any organizations such as the DDA Design Committee, EDC, or HDC, or similar, as well as any meetings with the public-at-large.

E. Compensation

1. Our fee for the services outlined in sections A-C above would be invoiced as a lump sum fee of \$11,500.
2. Our fee for the services outlined in section D above would be invoiced hourly per the attached rate schedule.
3. Invoicing for services will be monthly as work progresses.

F. Project Reimbursables

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



August 15, 2025
Ms. Kate Knight
Northville DDA
Page 3

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

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

Sincerely,

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

CJT/slg

Encl.

Approved and Accepted:

By: _____

Title: _____

Date: _____



August 15, 2025
Ms. Kate Knight
Northville DDA
Page 4

HOURLY RATES AND REIMBURSABLE EXPENSES

HOURLY RATES

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

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

These rates are applicable through December 31, 2025

REIMBURSABLE EXPENSES

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

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

ELECTRONIC FILE TRANSFER

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

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



To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration to Approve Town Square Hardscape and Landscape Professional Services

Date: August 22, 2025

Background: The DDA maintains public space in the district, in coordination with City of Northville and partner vendors. Town Square is the downtown's premier public plaza, with heavy annual use volume. Maintenance and upgrades are managed in context with DDA cultural programming and business atmosphere.

Analysis: The DDA has engaged Grissim Metz Andriese (GMA), original architects of Town Square, to take inventory and analysis of conditions of this central public space addressing plant scape and hardscape. Proposed agreement is based on schematic design presented to the DDA Board on July 22, 2025

Budget Impact: Funding is confirmed in the FY 2025-2026 DDA budget for proposed improvements within un-allocated reserve and fund balance. Categorization for proposed services will be assigned under 248-741-803.200 - PLANNING & DESIGN STUDIES 248-741-938.120. Resulting future contractual awards approved by the Board will be allocated from general budget toward Landscape Maintenance & Materials and Contractual Services.

Recommendation: It is recommended that the Northville DDA authorize the DDA Director to execute proposed agreement with Grissim Metz Andriese (GMA) for Professional Services Town Square Hardscape and Landscape services for \$11,500, including construction documents and construction phase services.

Motion: Move to authorize DDA Director to execute agreement with Grissim Metz Andriese (GMA) for Professional Services Town Square Hardscape and Landscape services for \$11,500, including construction documents and construction phase services.



15000 Edward N. Hines Dr., Suite A
Plymouth, MI 48170
gma-la.com | 248. 347. 7010

August 15, 2025

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

Re: Town Square Band Shell Improvements
Northville, Michigan
Landscape Architectural Services

Dear Kate:

We are pleased to submit the following proposal for landscape architectural services for the above-referenced project. This proposal is based on our conceptual design for the band shell that was part of the schematic design package presented to the DDA Board on 7/22/2025. This proposal includes providing construction documents for the proposed improvements as well as construction phase services.

Our proposed scope of services is outlined as follows:

A. Schematic Design Phase

The schematic design phase will include the following:

1. Refinement of the (3) three Design Options that were presented as part of the previous conceptual design package.
2. Preparation of schematic lighting plan for the band shell and performance lighting.
3. Refinement of pricing of each option.
4. Attendance at (1) one meeting with the Historic District Commission.
5. Attendance at (1) one meeting with the DDA to review proposed options. Goal for this meeting will be to choose one option to develop construction documents.

B. Construction Drawing Phase

Utilizing the approved design from the schematic design phase, the construction document phase will include the following:



August 15, 2025
Ms. Kate Knight
Northville DDA
Page 2

1. GMA will work with selected fabricator/ contractor to produce detailed shop drawings for the proposed band shell improvements. Detailed shop drawings will have all technical information such as dimensions, details, and materials for review and approval.
2. Attendance at (1) one meeting (if necessary) with the HDC to review proposed final design.
3. Coordination of construction documentation with contractors on proposed sound system and electrical improvements.
4. Final lighting plan for band shell and performance lighting.
5. Work with contractors to provide final pricing on band shell, lighting, sound system, and electrical improvements.
6. Meetings and/or calls with the DDA Executive Director and Assistant to review design documents.

C. Construction Phase

We will provide bidding and construction services as follows.

1. Review all project submittals and shop drawings associated with our scope of work.
2. Visit site to review installation to ensure conformance with the construction documents.
3. Provide punch list for installation subsequent to substantial completion of work.

D. Meetings

1. This phase will account for additional meetings, not listed above, with any organizations such as the DDA Design Committee, EDC, or HDC, or similar, as well as any meetings with the public-at-large.

E. Compensation

1. Our fee for the services outlined in sections A-C would be invoiced as a lump sum fee of \$12,500.



August 15, 2025
Ms. Kate Knight
Northville DDA
Page 3

- 2. Our fee for the services outlined in section C above would be invoiced hourly per the attached rate schedule.
- 3. Invoicing for services will be monthly as work progresses.

F. Project Reimbursables

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

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

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

Sincerely,

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

CJT/slg

Encl.

Approved and Accepted:

By: _____

Title: _____

Date: _____



August 15, 2025
Ms. Kate Knight
Northville DDA
Page 4

HOURLY RATES AND REIMBURSABLE EXPENSES

HOURLY RATES

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

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

These rates are applicable through December 31, 2025

REIMBURSABLE EXPENSES

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

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

ELECTRONIC FILE TRANSFER

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

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



To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration to Approve Town Square Band Shell Improvements Professional Services

Date: August 22, 2025

Background: The DDA maintains public space in the district, in coordination with City of Northville and partner vendors. Town Square is the downtown's premier public plaza, with heavy annual use volume. Maintenance and upgrades are managed in context with DDA cultural programming and business atmosphere.

Analysis: The DDA has engaged Grissim Metz Andriese (GMA), original architects of Town Square, to take inventory and analysis of conditions of this central public space addressing plant scape and hardscape. Proposed agreement is based on schematic design presented to the DDA Board on July 22, 2025

Budget Impact: Funding is confirmed in the FY 2025-2026 DDA budget for proposed improvements within un-allocated reserve and fund balance. Categorization for proposed services will be assigned under 248-741-803.200 - PLANNING & DESIGN STUDIES 248-741-938.120. Resulting future contractual awards approved by the Board will be allocated from general budget toward Landscape Maintenance & Materials and Contractual Services.

Recommendation: It is recommended that the Northville DDA authorize the DDA Director to execute proposed agreement with Grissim Metz Andriese (GMA) for Professional Services for Town Square Band Shell Improvements for \$12,500, including construction documents and construction phase services.

Motion: Move to authorize DDA Director to execute agreement with Grissim Metz Andriese (GMA) for Professional Services Town Square Bandshell Improvements for \$12,500, including construction documents and construction phase services.



PROPOSAL

Customer # 121594
Printed 8/4/2025

WESTSIDE FORESTRY SERVICE, INC.
(248) 349-4636
www.westsideforestry.com

Service Address
Northville Town Square
158 E. Main St.
Northville, MI 48167

Tax: Total Amount: \$8,480.00

Work. (248) 347-7010

Cell. (248) 869-2323 SUSA

Tree, Shrub &/or Lawn Service

Soil Systemic For Stress/Growth Inhibitor 6 Locust in round planters in town sq. 3 on each side	1,380.00
Soil Disease Prevention Soil amendment to rejuvenate soil structure and root stimulant, bio fertilizer on 6 locust	1,150.00

Note: This should be done this fall 2025

To Trim & Elevate , Cut back from lights, buildings & plants 17 locust indicated in plan.	5,950.00
--	----------

In order to do trimming the lights wrapped thru the tree's will need to be removed

www.westsideforestry.com

WESTSIDE FORESTRY SERVICE, INC.
48600 W. 11 Mile Road
Novi, MI 48374



Acceptance of Proposal

Please sign & return proposal to our office.
If you are authorizing Removal/Trimming please include a \$500 deposit. Cancellation fee is \$250 (Auth. work must total more then \$300 .)

Arborist _____

Client Signature _____

Date _____

Job # 725283

Customer # 121594



\$0.00 Total Amount: \$8,480.00

Bill To Address

Grissim, Metz, Andriese Associates -
15000 Edward N. Hines Dr, Ste A
Plymouth, MI 48170

WESTSIDE FORESTRY SERVICE, INC.
48600 W. 11 Mile Road
Novi, MI 48374

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Our workers are fully covered by Workmen's Compensation Insurance. Westside Forestry Service is not responsible for damage to anything underground (Example:, Utilites,Wires, underground dog fence, irrigation lines).



PROPOSAL

Attachment 9.a

Customer # 121594

Printed 8/20/2025

WESTSIDE FORESTRY SERVICE, INC.

(248) 349-4636

www.westsideforestry.com

Tax: Total Amount: \$3,275.00

Service Address

Northville Town Square
158 E. Main St.
Northville, MI 48167

Work. (248) 347-7010

Cell. (248) 869-2323 SUSA

Tree Work

Miscellaneous

3,275.00

To trim, elevate, and cut back as needed:

10 Red Maples, 2 Zelkovas, and 16 Locust

www.westsideforestry.com

WESTSIDE FORESTRY SERVICE, INC.

48600 W. 11 Mile Road
Novi, MI 48374



Bill To Address

Grissim, Metz, Andriese Associates -
15000 Edward N. Hines Dr, Ste A
Plymouth, MI 48170

Acceptance of Proposal

Please sign & return proposal to our office.
If you are authorizing Removal/Trimming please
include a \$500 deposit. Cancellation fee is \$250
(Auth. work must total more then \$300 .)

Arborist _____

Client Signature _____

Date _____

Job # 726562

Customer # 121594



\$0.00 Total Amount: \$3,275.00

WESTSIDE FORESTRY SERVICE, INC.

48600 W. 11 Mile Road
Novi, MI 48374

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Our workers are fully covered by Workmen's Compensation Insurance. Westside Forestry Service is not responsible for damage to anything underground (Example:., Utilites,Wires, underground dog fence, irrigation lines).

Printed 8/20/2025



PROPOSAL

Customer # 121594

Printed 8/20/2025

WESTSIDE FORESTRY SERVICE, INC.

(248) 349-4636

www.westsideforestry.com

Tax: Total Amount: \$3,800.00

Service Address

Northville Town Square
158 E. Main St.
Northville, MI 48167

Work. (248) 347-7010

Cell. (248) 869-2323 SUSANA

Tree, Shrub &/or Lawn Service

Specific Scale/Leafminer Spray (s)	2.00	650.00	1,300.00
------------------------------------	------	--------	----------

150 Center 10 Boxwood at loading dock & 14 Boxwood in planter

134 Main St. 180 Boxwood (30 per planter, 6 total beds)

170 Main St. 15 Boxwood in planter

149 Main St. 15 Boxwood in planter

128 Main St. 15 Boxwood in planter

129 Main St. 15 Boxwood in planter

144 Mary Alexander Ct. 100 Boxwood in planter

Note: Upon approval these services will begin in 2026

General Leaf Spray (Insect Control)	2.00	650.00	1,300.00
-------------------------------------	------	--------	----------

150 Center 10 Boxwood at loading dock & 14 Boxwood in planter

134 Main St. 180 Boxwood (30 per planter, 6 total beds)

170 Main St. 15 Boxwood in planter

149 Main St. 15 Boxwood in planter

128 Main St. 15 Boxwood in planter

www.westsideforestry.com

WESTSIDE FORESTRY SERVICE, INC.

48600 W. 11 Mile Road
Novi, MI 48374



Acceptance of Proposal

Please sign & return proposal to our office. If you are authorizing Removal/Trimming please include a \$500 deposit. Cancellation fee is \$250 (Auth. work must total more then \$300 .)

Arborist _____

Client Signature _____

Date _____

Job # 726563

Customer # 121594



\$0.00 Total Amount: \$3,800.00

Bill To Address

Grissim, Metz, Andriese Associates -
15000 Edward N. Hines Dr, Ste A
Plymouth, MI 48170

WESTSIDE FORESTRY SERVICE, INC.

48600 W. 11 Mile Road
Novi, MI 48374

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Our workers are fully covered by Workmen's Compensation Insurance. Westside Forestry Service is not responsible for damage to anything underground (Example:., Utilites, Wires, underground dog fence, irrigation lines).



PROPOSAL

Attachment 9.a

Customer # 121594

Printed 8/20/2025

WESTSIDE FORESTRY SERVICE, INC.

(248) 349-4636

www.westsideforestry.com

Tax: Total Amount: \$3,800.00

Service Address

Northville Town Square
158 E. Main St.
Northville, MI 48167

Work. (248) 347-7010

Cell. (248) 869-2323 SUSANA

Tree, Shrub &/or Lawn Service

129 Main St. 15 Boxwood in planter

144 Mary Alexander Ct. 100 Boxwood in planter

Note: Upon approval 1 service will begin in 2025, both services in 2026

Fall Merit Plus Fertilizer	1.00	1,200.00	1,200.00
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150 Center 10 Boxwood at loading dock & 14 Boxwood in planter

134 Main St. 180 Boxwood (30 per planter, 6 total beds)

170 Main St. 15 Boxwood in planter

149 Main St. 15 Boxwood in planter

128 Main St. 15 Boxwood in planter

129 Main St. 15 Boxwood in planter

144 Mary Alexander Ct. 100 Boxwood in planter

Note: Upon approval, this application will begin in 2025

www.westsideforestry.com

WESTSIDE FORESTRY SERVICE, INC.

48600 W. 11 Mile Road
Novi, MI 48374



Acceptance of Proposal

Please sign & return proposal to our office.
If you are authorizing Removal/Trimming please include a \$500 deposit. Cancellation fee is \$250 (Auth. work must total more then \$300 .)

Arborist _____

Client Signature _____

Date _____

Job # 726563

Customer # 121594



\$0.00 Total Amount: \$3,800.00

Bill To Address

Grissim, Metz, Andriese Associates -
15000 Edward N. Hines Dr, Ste A
Plymouth, MI 48170

WESTSIDE FORESTRY SERVICE, INC.

48600 W. 11 Mile Road
Novi, MI 48374

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Our workers are fully covered by Workmen's Compensation Insurance. Westside Forestry Service is not responsible for damage to anything underground (Example:., Utilites,Wires, underground dog fence, irrigation lines).



The Davey Tree Expert Company ("Company")
 8250 Ronda Dr
 Canton Township, MI 48187-2072
 Phone: (734) 459-8690 Fax: (734) 459-1873
 Email: Derrick.Jackson@davey.com



Client	8/21/2025
CITY OF NORTHVILLE Mike Domine 215 W MAIN ST NORTHVILLE, MI 48167-1522	Proposal #: 30006844-1755783938 Account #: 7013698 Home: (248) 421-8912 Mobile: (248) 755-0308 Email: mdomine@ci.northville.mi.us

Tree Care	Service Period	Price	Tax	Total
<input type="checkbox"/> Tree Pruning		\$8,100.00		\$8,100.00
LOCUST, 17 trees Town Square, building clearance 3-5' where needed, remove dead or dying limbs and stubbed branches, selective thinning to improve air-flow and provide clearance for pedestrians, vehicles and roofs per Arborist				
Arborist and Tree Care Coordinator ON-SITE FULL DAY				
<input type="checkbox"/> Tree Pruning		\$6,075.00		\$6,075.00
MAPLE, LOCUST, ZELKOVA, 28 trees total, North and South side of Main St. between Center St. & Hutton St. and Center St. between Mary Alexander Ct. and Dunlap St. remove dead or dying limbs and stubbed branches, selective thinning to improve air-flow and provide clearance for pedestrians, vehicles and roofs per Arborist				
<input type="checkbox"/> Tree Removal		\$1,823.00		\$1,823.00
LOCUST, declining tree town square per Arborist, Remove tree to low stump and dispose of debris.				
<input type="checkbox"/> Stump Grinding		\$950.00		\$950.00
Grind stump Town Square per Arborist and exposed surface roots 6"-8" below ground. Remove the excess pile of chips, backfill the hole and leave level. We can not be responsible for damage to underground sprinklers, landscape lighting or invisible dog fences.				
Service Total:		\$16,948.00	\$0.00	\$16,948.00

Landscape	Service Period	Price	Tax	Total
<input type="checkbox"/> Landscape Planting		\$1,894.00		\$1,894.00
Install 1 Gleditsia triacanthos inermis Thornless Honeylocust 2.5-3" diameter trunk to replace tree removed at town square per Arborist				
This includes the supply and transport of the material as well as the installation and clean up and a 1 year replacement warranty providing proper care was given after planting. (Watering, Etc.) We can not be responsible for damage to underground sprinklers, landscape lighting or invisible dog fences.				
Service Total:		\$1,894.00	\$0.00	\$1,894.00

YES, please schedule the Services marked above.

Other Important Terms: See the attached "Terms and Conditions" either set forth on the reverse side of this Agreement or attached to this Agreement for additional information, such as early termination, maintenance responsibilities, warranties, late and default charges and insurance.



The Davey Tree Expert Company ("Company")
 8250 Ronda Dr
 Canton Township, MI 48187-2072
 Phone: (734) 459-8690 Fax: (734) 459-1873
 Email: Derrick.Jackson@davey.com



Client	8/21/2025
CITY OF NORTHVILLE	Proposal #: 30006844-1755783938
Mike Domine	Account #: 7013698
215 W MAIN ST	Home: (248) 421-8912
NORTHVILLE, MI 48167-1522	Mobile: (248) 755-0308
	Email: mdomine@ci.northville.mi.us

ACCEPTANCE OF PROPOSAL: By signing below, Client agrees and accepts the terms and conditions stated above and the Terms and Conditions either set forth on the reverse side of this Agreement or attached to this Agreement. Company is authorized to do this work as specified. All deletions have been noted. I understand that once accepted, this Agreement constitutes a binding contract. If Client is a legal entity, the undersigned hereby represents that the undersigned has full authority to enter into this Agreement on behalf of Client. This proposal may be withdrawn if not accepted within 30 days.

YOU ARE ENTITLED TO A COMPLETELY FILLED IN COPY OF THIS AGREEMENT, SIGNED BY BOTH YOU AND US, BEFORE ANY WORK MAY BE STARTED

DOOR-TO-DOOR SALE/ HOME SOLICITATION: If this Agreement is the result of a Door-to-Door or Home Solicitation Sale (under applicable state or federal law), the following provision applies:

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CLIENT:

Signature: _____
 Name (print): _____
 Title: _____
 Date: _____

COMPANY:

Signature: Derrick Jackson
 Name (print): Derrick Jackson
 Title: ISA Certified Arborist MI-4244A
 Date: Sales Arborist
8/21/2025

CLIENT CARE GUARANTEE:

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Client	6/3/2025
CITY OF NORTHVILLE Mike Domine 215 W MAIN ST NORTHVILLE, MI 48167-1522	Proposal #: 30006844-1748957450 Account #: 7013698 Home: (248) 421-8912 Mobile: (248) 755-0308 Email: mdomine@ci.northville.mi.us

Plant Health Care	Service Period	Price	Tax	Total
<input type="checkbox"/> Inspection And Treatment #2	May - Jun	\$1,500.00		\$1,500.00
<p>Inspection and Treatment of all trees and shrubs by an Arborist to protect and monitor the plant material and keep insect activity to a minimum. Arborist will minimize cool-season mite, aphid, lacebug, Leaf Beetle, spruce gall & leafhopper activity.</p> <p>345 Clay St, 32 Boxwoods in sidewalk beds, 18 Boxwoods right side of building on S. Griswold in sidewalk bed 150 Center, 10 Boxwoods at Loading dock right of door, 14 Boxwoods in 4' wall planter right side of building on Center St, 215 Clay St, 11 Boxwoods front and left side 134 Main St, (concert area) 180 Boxwoods (30 per planter x 6) 170 Main St. 15 Boxwoods in 2' raised planter 149 Main St. 15 Boxwoods in 2' raised planter 128 Main St. 15 Boxwoods in 2' raised planter 129 Main St. 15 Boxwoods in 2' raised planter 144 Mary Alexander Ct. 100 Boxwoods in 2' raised planter</p> <p><i>It is too late to perform this service this year. Price not included in totals.</i></p>				
<input type="checkbox"/> Inspection And Treatment #3	Jun - Jul	\$1,500.00		\$1,500.00
<p>Inspection and Treatment of all trees and shrubs by an Arborist to protect and monitor the plant material and keep insect activity to a minimum. Arborist will minimize warm-season mite, bagworm, weevil, pine adelgid & leafhopper activity. As well as new invasive insects box tree moth and spotted lantern fly.</p> <p>345 Clay St, 32 Boxwoods in sidewalk beds, 18 Boxwoods right side of building on S. Griswold in sidewalk bed 150 Center, 10 Boxwoods at Loading dock right of door, 14 Boxwoods in 4' wall planter right side of building on Center St, 215 Clay St, 11 Boxwoods front and left side 134 Main St, (concert area) 180 Boxwoods (30 per planter x 6) 170 Main St. 15 Boxwoods in 2' raised planter 149 Main St. 15 Boxwoods in 2' raised planter 128 Main St. 15 Boxwoods in 2' raised planter 129 Main St. 15 Boxwoods in 2' raised planter 144 Mary Alexander Ct. 100 Boxwoods in 2' raised planter</p>				
<input type="checkbox"/> Inspection And Treatment #4	Jul - Aug	\$1,500.00		\$1,500.00
<p>Inspection and Treatment of all trees and shrubs by an Arborist to protect and monitor the plant material and keep insect activity to a minimum. Arborist will minimize warm-season mite, scale, weevil, aphid, lacebug, bark beetle & jap beetle activity. As well as new invasive insects box tree moth and spotted lantern fly.</p> <p>345 Clay St, 32 Boxwoods in sidewalk beds, 18 Boxwoods right side of building on S. Griswold in sidewalk bed 150 Center, 10 Boxwoods at Loading dock right of door, 14 Boxwoods in 4' wall planter right side of building on Center St, 215 Clay St, 11 Boxwoods front and left side 134 Main St, (concert area) 180 Boxwoods (30 per planter x 6) 170 Main St. 15 Boxwoods in 2' raised planter 149 Main St. 15 Boxwoods in 2' raised planter 128 Main St. 15 Boxwoods in 2' raised planter 129 Main St. 15 Boxwoods in 2' raised planter 144 Mary Alexander Ct. 100 Boxwoods in 2' raised planter</p>				



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Client	6/3/2025
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	Service Period	Price	Tax	Total
<input type="checkbox"/> Systemic Insecticide soil app	Early Spring	\$3,260.00		\$3,260.00

Arborist will apply a soil treatment that will be absorbed into the roots to minimize scale, lacebug, aphid, leafminer or borer activity on Boxwoods

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	Service Period	Price	Tax	Total
<input type="checkbox"/> Liquid Humate Application	Spring	\$3,410.00		\$3,410.00

Liquid Humate Application: Step one of Davey's two-step liquid soil care program: Apply phosphonate/liquid humates to Listed trees and shrubs. Phosphonates provide increase in plant defense, resistance to drought stress, and improved disease management. Liquid humates improve soil structure and improve nutrient use and uptake within the plant.

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	Service Period	Price	Tax	Total
<input type="checkbox"/> Fert w/ Arbor GreenPRO (1yr)	Fall	\$3,410.00		\$3,410.00

Arbor GreenPro: Step Two of Davey's two-step liquid soil care program: Deep Root feeding the listed Trees and/or shrubs with Arbor Green Pro to provide needed nutrients for increased resistance towards insects and disease while promoting health, vigor, and enhanced root growth all season long. Lasts for 1 full year.

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Signature: _____
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 Date: _____

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Signature: Derrick Jackson
 Name (print): Derrick Jackson
 ISA Certified Arborist MI-4244A
 Title: Sales Arborist
 Date: 6/3/2025

CLIENT CARE GUARANTEE:

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To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration to Approve Arborist Contractual Services

Date: August 22, 2025

Background: The DDA maintains downtown public space, in coordination with City of Northville and partner vendors. Maintenance and upgrades are managed in context with DDA cultural programming and business atmosphere.

Analysis: The DDA has engaged Grissim Metz Andriese (GMA), to take inventory and analysis of conditions of this central public space addressing plant scape and hardscape. GMA's planting assessment, with seasonal planting contractor Begonia Brothers, recommended prompt arborist services for street trees and boxwoods in Town Square. DDA staff requested quotes for main plantscape adjacent to Town square. Two vendors responded to request for quotes for proposed scope within immediate calendar availability:

Tree treatment and trimming for 45 street trees, including 17 in Town Square:

- Davey Tree Expert Company, 8250 Ronda Drive, Canton Township, MI 48187
\$14,175.00
- Westside Forestry Service, 46800 W. 11 Mile Road, Novi, MI 48374
\$11,755.00

Boxwood treatment:

- Davey Tree Expert Company, 8250 Ronda Drive, Canton Township, MI 48187: \$3,400 (Fall Service) within annual quote for treatment of \$13,080.00
- Westside Forestry Service, 46800 W. 11 Mile Road, Novi, MI 48374: \$3,275.00

Budget Impact: Funding is confirmed in the FY 2025-2026 DDA budget for proposed improvements within Contractual Services 248-741-801.00.

Recommendation: It is recommended that the Northville DDA authorize the DDA Director to execute contract with Westside Forestry services for \$15,030.00. for treatment of downtown streetscape trees and boxwoods.

Motion: Move to authorize DDA Director to execute contract with Westside Forestry services for \$15,030.00. for treatment of downtown streetscape trees and boxwoods.



PREPARED FOR

Northville DDA

PREPARED BY

Patrick Diller

DATE

08-21-2025

About Throne



Throne Labs is on a mission to meaningfully increase bathroom access. We have developed an innovative and smart public restroom and turnkey service model that is fast, cost-effective and keeps Thrones sparkling clean while taking the entire burden of restroom management off municipal staff.

The City of Northville has a thriving downtown retail district that is activated year round. Like most downtowns, it faces a lack of adequate public restrooms. The Northville DDA currently operates a porta-potty on top of the downtown parking garage. The DDA is looking to upgrade to something cleaner, more dignified, and user friendly.

Throne is offering the Northville DDA a one-time pilot discount of 10% and a short three month contract term in order to allow the DDA the opportunity to test out Throne in your community and gain valuable data to evaluate this investment in your public spaces.



Cost-effective

Zero upfront capital. Cost breaks-even after 20+ years vs. building and maintaining brick & mortar restrooms.



Turnkey service

Turnkey service model delights users with a clean and enjoyable restroom experience.



Fast & flexible

A bathroom, deployed in a day, not years. No connection to water, sewer or power required.



Tech enabled

Smart entry promotes accountability and enables anti-loitering system.



Data-informed

Real-time usage data, smart sensors and user feedback are monitored 24/7 and inform operations.



Equity in access

Throne is committed to enabling communities to provide access & equity for everyone.

The Throne

All Throne's come with the following features & services:

- Running Water Sink
- Flushing Toilet *with vacu-macerator pump*
- Climate Control
- Robust Ventilation
- All cleaning & supplies
- All maintenance & repairs
- All consumables
- ADA Accessible
- 24/7 Remote monitoring
- User Support
- Data Usage Reports
- Baby Changing Station
- Graffiti resistant wrap
- Pro-Accountability Access



Customizations for Any Throne:

Custom Graphics Add your logo, feature local artists or use our design services to customize your Throne

Extended Hours of Operation: Keep Throne open up to 24/7

Workplace Access Management: Provide a secure office bathroom anywhere

Security Add-On's: Anti-Graffiti features and an external camera.

Health Add-On's: Sharps Container, Menstrual Products

Tap Card Distribution Program: Equip local partners to distribute NFC Tap cards for Throne access

Throne Relocation: Move seasonally or as needed to optimize use and value



◀ Baby Changing Station

Optional Pad Dispenser ▶



Service Plans

Choose a service plan based off of the location and traffic of The Throne.

The Breeze

\$51,000 /yr

The neighborhood-friendly service plan for lower traffic sites such as parks, outdoor venues, and playgrounds in less challenging environments..

7AM-10PM

Operating hours

1 Clean

Average per day

Bi-Weekly

Preventative Maintenance

The Hub

\$72,000 /yr

The plan for moderate to high traffic sites such as business districts, popular parks, small to medium transit hubs, tourist sites and event locations.

7AM-10PM

Operating hours

2-3 Cleans

Average per day

Weekly

Preventative Maintenance

The Scrub

\$96,000 /yr

A more diligent service plan for higher traffic sites such as busy downtown locations, large transit centers, or areas where loitering/ vandalism may occur.

7AM-10PM

Operating hours

3-4 Cleans

Average per day

Twice Weekly

Preventative Maintenance

The Scrub Ultra

\$108,000 /yr

The most diligent service plan for more challenging environments experiencing high instances of loitering and vandalism.

7AM-10PM

Operating hours

4+ Cleans

Average per day

2+ times per Week

Preventative Maintenance





Pricing

Throne is faster, easier and more cost-effective than brick and mortar bathroom alternatives.

Pricing is derived from the Throne model, the location and the required service levels based upon estimated usage. The City would be responsible for all permitting. All rental and service costs qualify for most State and Federal funding (i.e. ARPA, Measure H).

	Price	Quantity	Contract term	Discount	Tax	Overall Total
Hub	\$6,000.00 per month	1	3 month	10 %	6 %	\$17,172.00
Menstrual Products	\$50.00 per month	1	3 month	10 %	6 %	\$143.10
Anti-Graffiti Package	\$150.00 per month	1	3 month	10 %	6 %	\$429.30
Total contract value						\$17,744.40

Customizations

Custom Wrap	\$5,000/once
Custom Logo	\$500/once
Extended Hours of Operation	\$200/hr/mo
Anti-Graffiti Package and External Security Camera	\$300/mo
Anti-Graffiti w/o camera	\$150/mo

Sharps Container	\$50/mo
Menstrual Products	\$50/mo
Tap Card Distribution Program	varied
Throne Relocation	\$1,000



To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration of Pilot Program: Throne Labs

Date: August 22, 2025

Background: The DDA holds a monthly contract with John's Sanitation, providing one or two units, depending on seasonal use volume. These portable units have been located on the top parking level at Mary Alexander Court for more than a decade. This cost is less than \$4,000 annually.

Analysis: There are no permanent public "brick and mortar" restrooms in the DDA. This longstanding need in our thriving retail district has been borne by private property owners and businesses, supported by temp sanitation services (John's monthly contract). Permanent, accessible restrooms are slated for construction in 2026 in Ford Field, adjacent to business district. These are grant-funded.

Peer downtown districts (Ann Arbor, Royal Oak, Detroit Downtown Partnership) have implemented current programs with Throne, installing modular smart public restrooms with a turnkey service. No connection to water, sewer or power required. Units are tech enabled, with smart entry. Smart sensors and user feedback are monitored 24/7 and inform operations.

Throne is offering the Northville DDA a one-time pilot discount of 10% and a short three-month contract term in order to allow the DDA the opportunity to test and gain valuable data to evaluate investment in annual program. Unit is locally available for pilot. Proposal is attached. Pilot cost is \$17,744.40.

Budget Impact: Funding is confirmed in the FY 2025-2026 DDA budget for proposed pilot program within Contractual Services 248-741-801.00.

Recommendation: DDA staff recommends Board discussion of pilot program for immediate consideration. No Motion required. Execution of 90-day test run is best implemented for Q4 seasonal visitor volume of Victorian Festival, Skeletons are Alive, and the winter shopping holiday calendar.