



**Meeting of the DDA Board of Directors
September 23, 2025 - 8:30 a.m.
City Hall Council Chambers**

AGENDA

1. Call to Order – DJ Boyd
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. August 2025 Revenue and Expenditure Report (Attachment 4.a)
 - b. August 2025 Invoice Report (Attachment 4.b)
 - c. August 26, 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. Consideration to Approve Grissim Metz Andriese (GMA) Design Development Package for Cady Street Pedestrian Corridor and Streetscape – Kate Knight
7. Consideration to Approve Grissim Metz Andriese (GMA) Landscape Architectural Services for Town Square Fountain – Kate Knight
8. Consideration to Approve Contractual Services Begonia Brothers for Plantscape Installation in Town Square – Kate Knight
9. Consideration to Recommend Staff Exploration of Overlay Ordinance for First Floor Use Downtown- Kate Knight and Justin Quagliata, City of Northville Community Development Director
10. 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
11. Board and Staff Communications
12. Adjournment – Next Meeting October 28, 2025

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 08/31/2024
 % Fiscal Year Completed: 16.99

Attachment 4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
PROPERTY TAXES						
248-000-404.000	CURRENT PROPERTY TAXES	887,776.00	879,790.00	799,215.94	80,574.06	90.84
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00
248-000-451.000	DDA OPERATING LEVY	73,915.00	74,074.00	59,692.95	14,381.05	80.59
	PROPERTY TAXES	960,691.00	952,864.00	858,908.89	93,955.11	90.14
LICENSES, FEES, & PERMITS						
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	0.00	180.00	0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	16,500.00	16,500.00	729.64	15,770.36	4.42
	LICENSES, FEES, & PERMITS	16,680.00	16,680.00	729.64	15,950.36	4.37
STATE REVENUES						
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	30,000.00	45,453.00	0.00	45,453.00	0.00
	STATE REVENUES	30,000.00	45,453.00	0.00	45,453.00	0.00
SALES & SERVICES						
248-000-626.000	MISCELLANEOUS REVENUE	350.00	350.00	110.00	240.00	31.43
248-000-626.110	EV CHARGING STATION REVENUE	500.00	500.00	0.00	500.00	0.00
	SALES & SERVICES	850.00	850.00	110.00	740.00	12.94
INTEREST						
248-000-665.000	INTEREST - INVESTMENT POOL	10,000.00	10,000.00	439.29	9,560.71	4.39
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	4,000.00	1,376.03	2,623.97	34.40
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	9,000.00	2,911.31	6,088.69	32.35
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(85.72)	(414.28)	17.14
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(119.29)	(580.71)	17.04
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(90.99)	(459.01)	16.54
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(23.62)	(106.38)	18.17
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	7,945.69	(7,945.69)	100.00
	INTEREST	21,120.00	21,120.00	12,352.70	8,767.30	58.49
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	19,500.00	13,300.00	59.45
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	15,000.00	3,350.00	11,650.00	22.33
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	22,850.00	31,950.00	41.70
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	35,069.00	0.00	35,069.00	0.00
	FUND BALANCE RESERVE	46,930.00	35,069.00	0.00	35,069.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 08/31/2024
 % Fiscal Year Completed: 16.99

Attachment 4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
Total Dept 000		1,137,271.00	1,133,036.00	894,951.23	238,084.77	78.99
Revenues		1,137,271.00	1,133,036.00	894,951.23	238,084.77	78.99
Account Category: Expenditures						
Department: 573 DPW SERVICES						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	690.52	7,509.48	8.42
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	1,705.00	172.14	1,532.86	10.10
248-573-725.000	FRINGE BENEFITS	9,900.00	9,900.00	816.45	9,083.55	8.25
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	188.65	10,976.35	1.69
Unclassified		31,470.00	31,470.00	1,867.76	29,602.24	5.94
Total Dept 573 - DPW SERVICES		31,470.00	31,470.00	1,867.76	29,602.24	5.94
Department: 741 DESIGN COMMITTEE						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	23,460.00	3,364.75	20,095.25	14.34
248-741-709.000	WAGES - PART TIME	72,610.00	72,610.00	19,365.94	53,244.06	26.67
248-741-725.000	FRINGE BENEFITS	17,755.00	17,755.00	4,005.95	13,749.05	22.56
248-741-726.000	SUPPLIES	450.00	1,250.00	1,050.99	199.01	84.08
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	3,991.21	51,008.79	7.26
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	2,500.00	3,150.00	1,961.44	1,188.56	62.27
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	26.85	973.15	2.69
248-741-801.000	CONTRACTUAL SERVICES	29,870.00	43,215.00	9,593.18	33,621.82	22.20
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	616.00	3,384.00	15.40
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	2,738.95	29,201.05	8.58
248-741-920.020	NATURAL GAS	18,980.00	18,980.00	418.00	18,562.00	2.20
248-741-920.030	WATER & SEWER SERVICE	10,240.00	10,240.00	2,156.78	8,083.22	21.06
248-741-938.120	LANDSCAPE MAINTENANCE	38,060.00	38,060.00	527.00	37,533.00	1.38
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	2,000.00	0.00
248-741-962.500	VEHICLE INSURANCE	480.00	975.00	730.50	244.50	74.92
248-741-976.010	SITE AMENITIES	29,000.00	29,000.00	99.50	28,900.50	0.34
248-741-976.020	PEDESTRIAN PLAN IMPLEMENTATION	75,000.00	75,000.00	0.00	75,000.00	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	20,000.00	0.00	0.00	0.00	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	50,000.00	50,000.00	0.00	50,000.00	0.00
Unclassified		482,345.00	477,635.00	50,647.04	426,987.96	10.60
Total Dept 741 - DESIGN COMMITTEE		482,345.00	477,635.00	50,647.04	426,987.96	10.60
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	18,770.00	2,691.80	16,078.20	14.34
248-742-709.000	WAGES - PART TIME	26,490.00	26,490.00	3,989.33	22,500.67	15.06
248-742-725.000	FRINGE BENEFITS	11,195.00	11,195.00	2,618.58	8,576.42	23.39
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	10,127.72	44,237.28	18.63
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	541.60	738.40	42.31
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	0.00	2,800.00	0.00

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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	8,000.00	24,800.00	24.39
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	27,969.03	142,530.97	16.40
	Total Dept 742 - MARKETING COMMITTEE	170,500.00	170,500.00	27,969.03	142,530.97	16.40
Department: 743 PARKING COMMITTEE						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	9,385.00	1,346.00	8,039.00	14.34
248-743-709.000	WAGES - PART TIME	5,800.00	5,800.00	1,048.07	4,751.93	18.07
248-743-725.000	FRINGE BENEFITS	5,120.00	5,120.00	1,141.62	3,978.38	22.30
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	29,643.19	95,391.81	23.71
	Total Dept 743 - PARKING COMMITTEE	125,035.00	125,035.00	29,643.19	95,391.81	23.71
Department: 744 ORGANIZATIONAL COMMITTEE						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	14,075.00	2,018.89	12,056.11	14.34
248-744-709.000	WAGES - PART TIME	7,730.00	7,730.00	1,679.49	6,050.51	21.73
248-744-725.000	FRINGE BENEFITS	7,510.00	7,510.00	1,828.84	5,681.16	24.35
248-744-726.000	SUPPLIES	1,250.00	1,250.00	608.63	641.37	48.69
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	750.51	(750.51)	100.00
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	448.00	6,052.00	6.89
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	900.00	209.77	690.23	23.31
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	70.44	1,144.56	5.80
248-744-956.000	CONTINGENCIES	3,270.00	3,270.00	0.00	3,270.00	0.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	270.00	830.00	24.55
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	850.00	0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	4,450.00	4,925.00	3,693.00	1,232.00	74.98
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,959.17	540.83	78.37
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	119,980.00	119,980.00	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	111,350.00	28,405.49	82,944.51	25.51
	Total Dept 744 - ORGANIZATIONAL COMMITTEE	110,875.00	111,350.00	28,405.49	82,944.51	25.51
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	28,150.00	4,037.76	24,112.24	14.34
248-745-709.000	WAGES - PART TIME	7,730.00	7,730.00	1,679.50	6,050.50	21.73
248-745-725.000	FRINGE BENEFITS	13,645.00	13,645.00	2,708.73	10,936.27	19.85

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 08/31/2024
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Attachment 4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 08/31/2024	Available Balance 08/31/2024	% 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	8,425.99	41,199.01	16.98
	Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	49,625.00	49,625.00	8,425.99	41,199.01	16.98
Department: 906 DEBT SERVICE						
Unclassified						
248-906-995.303	O/T TO DEBT SERVICE FUND	167,421.00	167,421.00	0.00	167,421.00	0.00
	Unclassified	167,421.00	167,421.00	0.00	167,421.00	0.00
	Total Dept 906 - DEBT SERVICE	167,421.00	167,421.00	0.00	167,421.00	0.00
	Expenditures	1,137,271.00	1,133,036.00	146,958.50	986,077.50	12.97
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	1,137,271.00	1,133,036.00	894,951.23	238,084.77	78.99
	TOTAL EXPENDITURES	1,137,271.00	1,133,036.00	146,958.50	986,077.50	12.97
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	747,992.73	(747,992.73)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 08/01/2025 - 08/31/2025

Attachment 4.b

POSTED AND UNPOSTED

OPEN AND PAID

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.	ELEVATOR MAINTENANCE 8/1/25 - 8/31/25	489.36	125847
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICES 8/4/25 - 8/5/25	514.65	125865
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE 8/20/25	514.65	125939
101-524-801.000	CONTRACTUAL SERVICES	ERIBERTO MENDOZA	LAWN SERVICE 8/26/25	514.65	125939
Total Department 524 MILL RACE VILLAGE MAINTENANCE				2,033.31	
Total Fund 101 GENERAL FUND				2,033.31	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 741 DESIGN COMMITTEE					
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	SOFTWARE SUPPORT AGREEMENT AUGUST 202	78.16	125773
248-741-801.000	CONTRACTUAL SERVICES	CUSTOMCHANNELS.NET LLC	CUSTOM MUSIC TOWN SQUARE	348.00	125760
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA JOHN PROGRAM	396.00	125924
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELEC CHARGES 7.17 - 8.14.25	172.89	125916
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELEC CHARGES 7.17 - 8.14.25	399.88	125916
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELEC CHARGES 7.17 - 8.14.25	36.70	125916
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELEC CHARGES 7.17 - 8.14.25	82.29	125916
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELEC CHARGES 7.17 - 8.14.25	81.79	125916
248-741-920.010	ELECTRIC POWER	DTE ENERGY	STREET LIGHTING	1,176.62	125832
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE FOR 07/4/25 - 8/4/25	133.32	500958
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE FOR 07/4/25 - 8/4/25	18.00	500958
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USE FOR 8/1-9/2/25	133.32	None
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USE FOR 8/1-9/2/25	18.00	None
248-741-938.120	LANDSCAPE MAINTENANCE	FOUR STAR SALES LLC	SPRING PLANTINGS	622.89	125769
Total Department 741 DESIGN COMMITTEE				3,697.86	
Department: 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	GRAPHIC DESIGN	490.00	125759
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	PRINT POSTCARDS	487.00	125907
248-742-801.000	CONTRACTUAL SERVICES	JT PRODUCTIONS	LIV CARDS	229.89	125953
248-742-801.000	CONTRACTUAL SERVICES	STACKWOOD STUDIOS	PHOTOGRAPHY	1,500.00	125952
248-742-955.320	SKELETONS EVENT	AMAZON CAPITAL SERVICES, I	SKELETON PROJECTOR	25.79	None
Total Department 742 MARKETING COMMITTEE				2,732.68	
Department: 744 ORGANIZATIONAL COMMITTEE					
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	CDW GOVERNMENT, INC.	ADOBE ACROBAT & CC RENEWALS	69.16	None
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	CDW GOVERNMENT, INC.	ADOBE ACROBAT & CC RENEWALS	69.16	None
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	CDW GOVERNMENT, INC.	ADOBE ACROBAT & CC RENEWALS	254.44	None
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	CDW GOVERNMENT, INC.	ADOBE ACROBAT & IN DESIGN - 1 MONTH	5.41	500959
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	CDW GOVERNMENT, INC.	ADOBE ACROBAT & IN DESIGN - 1 MONTH	5.41	500959
Total Department 744 ORGANIZATIONAL COMMITTEE				403.58	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				6,834.12	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 08/01/2025 - 08/31/2025

Attachment 4.b

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	2,033.31	
		248	DOWNTOWN DEVELOPMENT AUTHORITY	6,834.12	
		Total For All Funds:		<u>8,867.43</u>	



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

August 26, 2025

The August 26, 2025 meeting of the DDA Board of Directors was called to order at 8:31am in City Hall Council Chambers.

ROLL CALL

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

Absent: DJ Boyd, David Cole

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, Justin Quagilata, Seth Herkowitz – Hunter Pasteur (HP), Patricia Ruredjian, Citizen and Owner of 156 North Center.

AUDIENCE COMMENT Building owner of 156 North Center and Northville resident Patricia Ruredjian spoke on her concerns over parking, noting that she sees Birmingham as a successful parking model for Northville.

APPROVAL OF AGENDA AND CONSENT AGENDA

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

EXECUTIVE DIRECTOR REPORT

Knight gave an overview of recent happenings in downtown reporting that the department's goal is to steer residual interest in our street status into media reach that lifts our business district across broader themes. Of note for Knight was that 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".

Knight also gave updates from the LIV tour in August and how the DDA's 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 with DDA social media is inclusive for the wide range of businesses in the

DDA. In addition, Knight gave note of the new professional photography- gorgeous, current imagery of downtown, to share with anyone telling our story.

Knight shared that Placer AI data reports from our partners at SEMCOG would be upcoming for Skeletons are Alive along with other large scale downtown events.

Knight reminded the group that in July the board discussed the scope and vision for work to Town Square, and that August would see the action plan, stating that the goal is that hardscape and landscape upgrades and maintenance will be bid and executed within a tight timeframe to minimally impact downtown programming.

Knight concluded with the DDA's investment in the downtown business experience with a new "How to Open a Business" document, created in cooperation with City departments, and the upcoming DDA hosted social media workshop in September for downtown businesses, with Herta Communications.

THE DOWNS PUD PROJECT STATUS

Herkowitz gave a presentation update on the Downs Development with a group discussion throughout. He made note of the following upcoming dates:

- June 17, 2025 Planning Commission recommended approval
- August 18, 2025 Historic District Commission certificate of appropriateness
- September 2025 Targeted for city council's review of the development agreement amendment

CONSIDERATION TO APPROVE GMA PROFESSIONAL SERVICES FOR TOWN SQUARE HARDSCAPE AND LANDSCAPE IMPROVEMENTS

Knight presented the quotes and proposal from GMA for Town Square raised bed landscaping and additional hardscape improvements in the area.

Motion by Turnbull, seconded by **McKindles** 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.. Motion carried **unanimously**.

CONSIDERATION TO APPROVE GMA PROFESSIONAL SERVICES FOR TOWN SQUARE BAND SHELL IMPROVEMENTS

Knight presented on the GMA professional services for updates and maintenance to the Town Square band shell.

Motion by McKindles, seconded by **Buckhave** to authorize Executive Director Kate Knight 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. Motion carried **unanimously**.

CONSIDERATION TO APPROVE PROFESSIONAL SERVICES FOR ARBORIST

Knight presented quotes by two arborist companies, Westside and Davey, for the grooming

and health maintenance for all trees in downtown.

Motion by McKindles, seconded by **Buckhave** to authorize Executive Director Kate Knight to execute contract with Westside Forestry services for \$15,030.00. for treatment of downtown streetscape trees and boxwoods. Motion carried unanimously.

CONSIDERATION TO APPROVE THRONE PILOT CONTRACT

Knight reported on the findings and offer from the Throne public restroom program to provide Northville with a 90 day trial period for one unit to begin in immediately upon acceptance of the offer.

Motion by McKindles, seconded by **Turnbull** to authorize Executive Director Kate Knight to move forward with securing the Throne pilot program up to \$20,000. Motion carried **unanimously**.

COMMITTEE UPDATES

Design Committee – Miller - None

Marketing Committee – Bonser – A larger DDA community wide steering committee would be meeting three times per year, and a smaller internal group would meet monthly beginning September 2, 2025. On September 16 and 17 the DDA is providing a professional development workshop to all downtown businesses. Professional photography underway with Stackwood Studio's, and Knight has been busy with media attention. Additionally, a Yiftee gift card option underway with QR code purchase and send via email / Apple Pay option available with merchants in favor and doesn't look like it's in opposition to chamber paper copy.

Parking Committee – Chief Maciag – Parking Enforcement Pace Officer has written 548 tickets. As of March 10, 303 were warnings, 42 waved, 200 tickets in total that were fined, of those 156 have been paid, little over 50 unpaid – all as of Aug 21.

Organizational Committee – none

Economic Development Committee – none

NEW BUSINESS

None

BOARD AND STAFF COMMUNICATIONS

Knight shared that on the previous Saturday she and Bonser went to a Women in Small Business in Downtown Detroit as representatives from Northville.

Next month Knight noted that prior to the board meeting she will be a speaker at the Michigan Municipal League, MML, facilitating a panel on placemaking and public art on Thursday September 18, 2025.

Riley praised Bonser for her excellent job with marketing committee.

ADJOURNMENT

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

Motion carried unanimously. **Meeting adjourned at 10:00am**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

Jun-25

Charger Location	Energy (KWH) MAY	Energy (KWH) JUNE	Energy (KWH) JULY	Energy (KWH) AUG
123 E Cady St	1905.23	1555.01	1934.77	1633.4508
123 W Cady St	1028.47	949.32	857.27	992.439
114 W Main St	1422.77	1689.02	1708.22	1682.2715
Totals:	4356.47	4193.35	4500.26	4308.1613

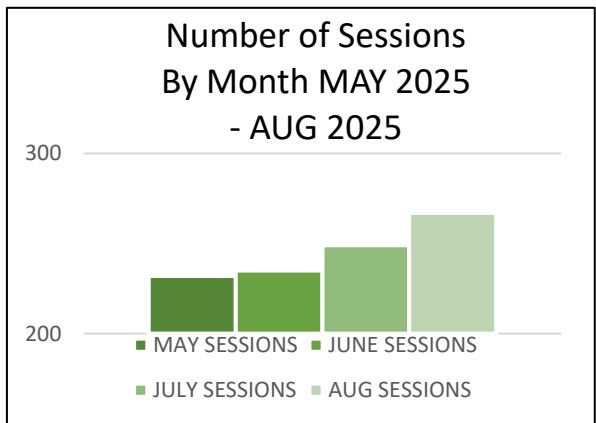
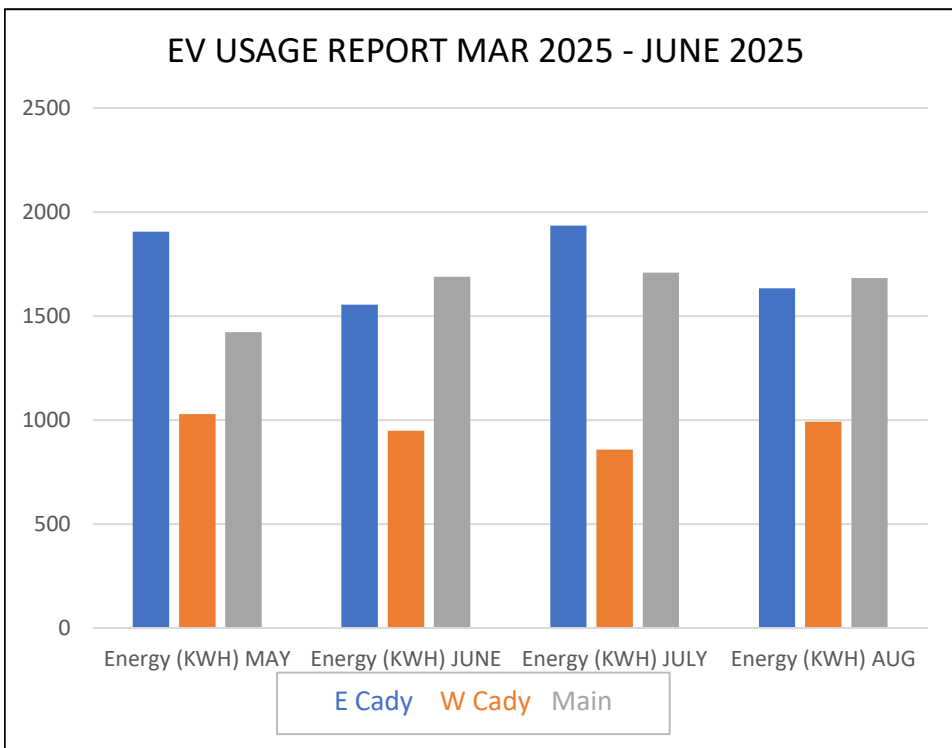
Session Totals	MAY SESSIONS	JUNE SESSIONS	JULY SESSIONS	AUG SESSIONS
	232	235	249	267

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	212.83	117	72.24	2150.44
123 W Cady St	147.6	61	165.41	1306.55
114 W Main St	169.85	89	280.38	2214.71
Totals:	530.28	267	445.79	5671.7

Annual Users	May-25	Jun-25	Jul-25	Aug-25
Sessions to Date	2465	2700	2949	3216
DDA Funds Earned	\$130.40	\$124.76	\$134.82	\$129.16



Northville, Michigan EV Report



JUNE 2025 DATA

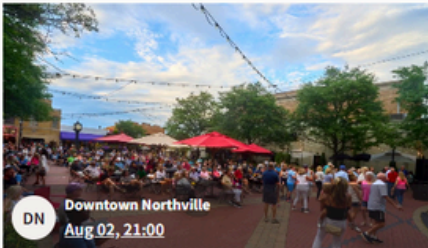
Petroleum Dsplcmt GAL 445.79
 Green House Gas KG 5671.7

DDA Facebook Analytics

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

<p>Average post engagemen...</p> <p>5.63% engagement rate</p> <p>📉 5% from 5.92%</p>	<p>Followers</p> <p>18,727 followers</p> <p>📈 0.6% from 18,614</p>	<p>New followers</p> <p>135 new followers</p> <p>📉 51.8% from 280</p>	<p>Post comments & replies</p> <p>125 comments</p> <p>📉 52.8% from 265</p>
<p>Post impressions</p> <p>80,353 impressions</p> <p>📉 51% from 164,073</p>	<p>Page & profile reach</p> <p>134,142 people</p> <p>📉 40.5% from 225,359</p>	<p>Post link clicks</p> <p>209 clicks</p> <p>📈 850% from 22</p>	<p>Post reactions & likes</p> <p>693 reactions</p> <p>📉 62.1% from 1,830</p>
<p>Post shares</p> <p>48 shares</p> <p>📉 61% from 123</p>			

Top posts > Likes and reactions



It's a beautiful night for #MusicInTheVille in #DowntownNorthville! Join us for the beautiful weather and amazing music. See you there! 📍 Town Square 🕒 7:00 p.m.

180 likes and reactions



Something spooky is coming soon... 🦴 🦴 The skeletons are making their way back to Downtown Northville this October! Want to get in on the fun? Sponsorship opportunities are open now for everyone! Adopt a skeleton display all month long or sponsor entertainment at the October 4th Skeletons Are Alive Launch Party.

128 likes and reactions

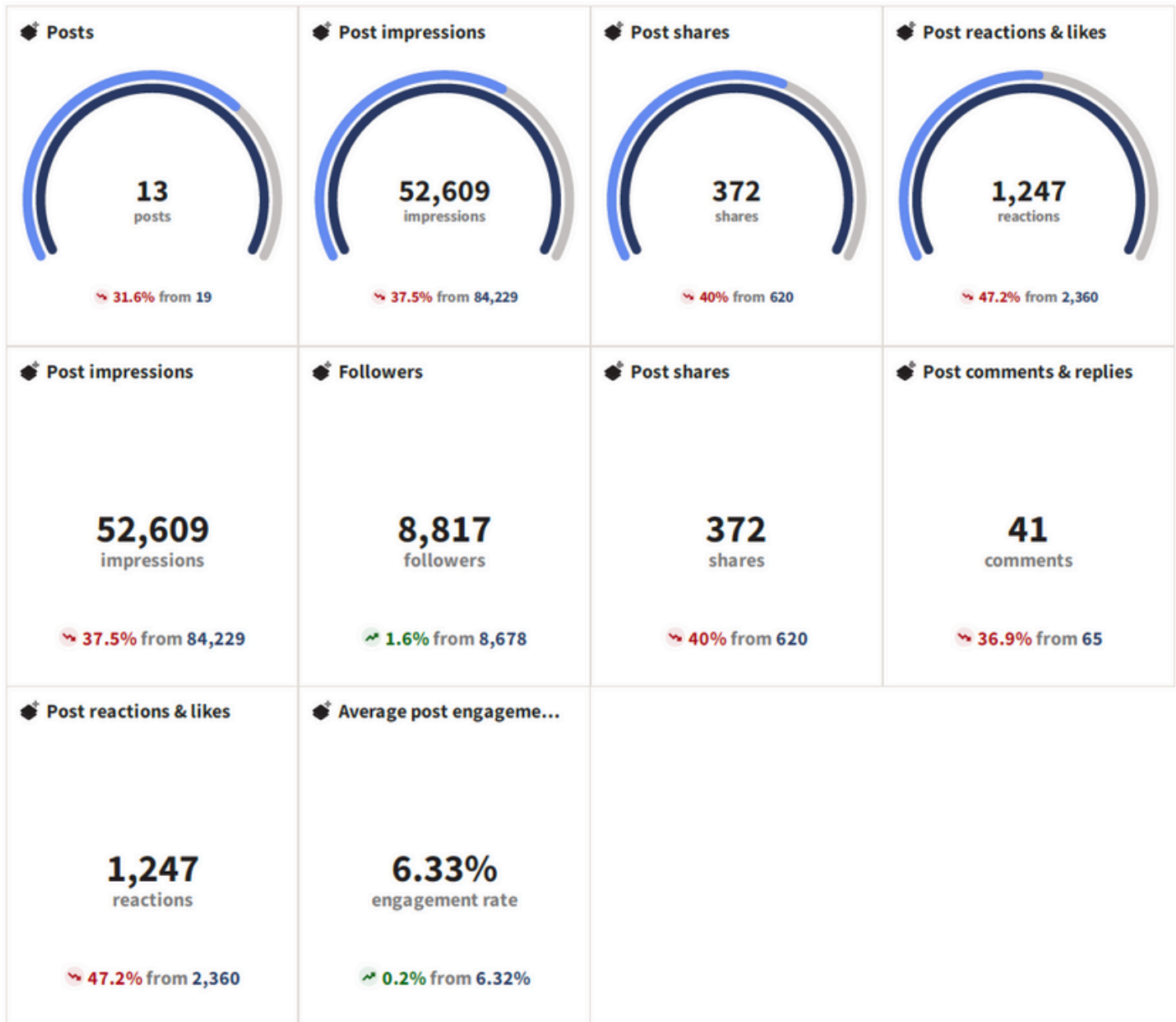


Fore! 🏌️ #DowntownNorthville is teeing up to celebrate the Liv Golf Tour. Join us as we drive the excitement all week and weekend long! 🏠


125 likes and reactions

DDA Instagram Analytics

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



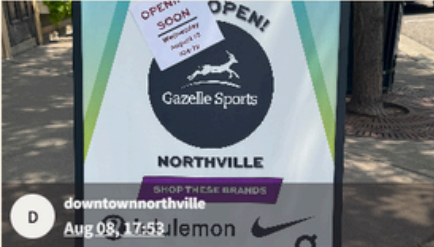
Top posts > Likes



downtownnorthville
Aug 14, 19:26

You 🍩 donut 🍩 have to wait any longer... @plldnorthville is opening their doors in #DowntownNorthville on Monday, August 18th! 🍩❤️🍩 Located at 345 E. Cady Street. We'll meet you there!


10,139 views



downtownnorthville
Aug 08, 17:53

Coming REALLY soon... @gazellesports is lacing up for #DowntownNorthville! Your new go-to for running & active lifestyle gear is almost here! 🏃👟

9,624 views



downtownnorthville
Aug 18, 19:00

Fore! 🌳 #DowntownNorthville is teeing up to celebrate the Liv Golf Tour. Join us as we drive the excitement all week and weekend long! 🏌️

8,695 views

DDA Executive Director Report September 2025



Construction (investment) is happening everywhere in Northville, with no break in sight, and this is an excellent opportunity for our Board to communicate all of the change in action, including what's ahead for downtown. This past month, we've had branches flying and lighting strings hanging, as we opened the canopies of more than two dozen mature street trees and re-wrapped them with thousands of new, high-efficiency warm LED lights. We are working in between events at one of the busiest times of the year in Northville, to execute significant maintenance around Town Square. Next up is changing out aged plant material for both October seasonal splendor and long-life hedging. We'll be cleaning, painting, upgrading electrical, and tuckpointing concurrently with celebrating our biggest cultural program of the year, beginning next week.

Skeletons Are Alive 2024 was the busiest day downtown last year, with data tracking more than 6,000 visitors to the event. Main Street will be closed between Center and Hutton every weekend, Friday evening through Sunday, and visitor volume is expected to peak during these times. A complex special event plan will close streets specifically for target dates at NCBA's Witches Night Out on October 16, and for Streets of Treats with the Northville Chamber on October 26. An expanded footprint will close for the crowd expansion of our Skeletons are Alive launch party on October 4. The move to Saturday allows for earlier draw and allows room for high school homecoming parade on Friday night. Our team (Stacy!) is producing an incredible slate of programming for the launch and through October. My favorite addition is the highly esteemed Ballet Folklorico Mexico Lindo dance troupe bringing bright colors and mariachi to the opening celebration.

We hosted more than 40 participants over two sessions of our social media workshop this week at Genitti's. Herta Communications joined us for an evening and a morning format, where the range of participants included retail, restaurant, churches, theaters and professional services. Feedback has been positive, including comments from merchants seeing old, long-lost connections and meeting new entrepreneurs opening shop downtown within the last few months. Materials for the workshop are available online to all downtown businesses.

I had a chance to say, "Downtown Northville" while moderating a panel of leading communities in a discussion of Placemaking and Public Art at the Michigan Municipal League conference on September 18 in Grand Rapids. Did I identify prospective sculpture pieces at Art Prize on the walk from the conference center? I did. Our next seasonal public art project will be hosting the beloved Detroit Institute of Arts Inside / Out program in 2026. We were just notified of our successful application, and will host five pieces from March through October next year. Look for our Downtown Northville social media takeover for the Michigan Downtown Association on September 24. Michigan Downtown Day is Saturday, September 27, our last day of the concert season.

Happy Victorian Festival this weekend!

Respectfully submitted,
Kate Knight
DDA Executive Director



August 25, 2025

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

Re: Cady Street Pedestrian Corridor and Streetscape
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 pedestrian corridor from Cady Street to Town Square, and the Streetscape along Cady Street, both of which were part of the schematic design package presented to the DDA Board on 7/22/2025. This proposal includes providing design development (DD) documents for the proposed improvements to be used for future phasing and pricing.

Our proposed scope of services is outlined as follows:

A. Design Development Phase

Utilizing the approved designs from the previous schematic design presentation, the design development phase will include the following:

1. GMA is recommending a survey of the project area be completed prior to starting design work for this phase. GMA will utilize this CAD survey to create base plans for proposed work.
2. Provide design development level plans for the pedestrian corridor from Cady Street to Town Square, and for the streetscape along Cady Street from the existing parking garage to Hutton Street. The plans will identify all proposed hardscape, landscape, grading, and drainage improvements to be used for pricing.
3. Develop construction details as appropriate to assist in pricing.
4. Elements such as the gateway features at the north and south end of the pedestrian connection, and metal panels at the garage to be developed to convey overall design intent. We will provide all dimensions and materials to assist in pricing the features. Specific details to be developed as necessary for pricing,
5. Provide layout and grading plans for new handicap entrance into existing garage. Any necessary structural reviews and calculations for this specific improvement are not

August 25, 2025
Ms. Kate Knight
Northville DDA
Page 2

included in this proposal. If structural review is necessary GMA will work with one of our engineering partners to solicit a proposal for these services.

6. Provide lighting fixture plan and selection for Owner approval.
7. Provide a furniture plan and schedule for Owner approval.
8. GMA will provide milestone B & W design development plans. We anticipate providing a 50% and 100% DD set.
9. GMA will attend one (1) meeting after 50% DD plans are issued to review with the client and any associated parties.
10. GMA will incorporate any comments/ VE items from the 50% into the 100% DD Set. GMA will work with the client during this time to set up any phasing as required. The 100% DD set will be used for final pricing exercises.
11. GMA to assist in compiling the final budget, broken out into different phases, based on the 100% DD set.
12. GMA to attend one (1) meeting to present final 100% DD package with budget numbers to the client and any associated parties.
13. Included are all meetings with the DDA Director and Assistant DDA director through this phase of work as required.

B. 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.

C. Compensation

1. Our fee for the services outlined in section A would be invoiced as a lump sum fee of \$27,000.



August 25, 2025
Ms. Kate Knight
Northville DDA
Page 3

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

D. 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

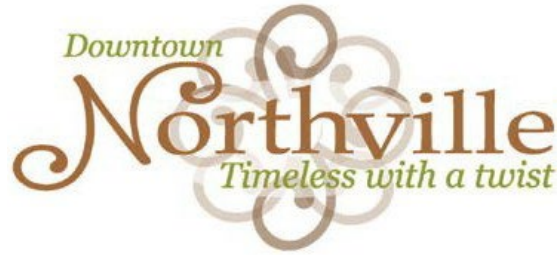
Encl.

Approved and Accepted:

By: _____

Title: _____

Date: _____



To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration to Approve Professional Landscape Architectural Services for Cady Street Pedestrian Corridor and Streetscape

Date: September 19, 2025

Background: The DDA maintains public space in the district, in coordination with City of Northville and partner vendors. The crucial connection between historic downtown and The Downs development requires contextual collaboration within the City and DDA Master Plans.

Analysis: The DDA has engaged Grissim Metz Andriese (GMA), original architects of Town Square, to undertake design development level plans for the Cady pedestrian corridor, and for the streetscape along Cady Street. Proposed agreement is based on schematic design presented to the DDA Board on July 22, 2025. The plans will identify all proposed hardscape, landscape, grading and drainage improvements to be used for pricing. Elements and construction details for the pedestrian connection will be developed to assist in pricing, including dimensions and materials. Findings will be applied toward DDA and City funding strategy for current fiscal year through FY 2027.

Budget Impact: Funding is confirmed in the FY 2025-2026 DDA budget for proposed professional services within un-allocated reserve and fund balance. Resulting future contractual awards approved by the Board will be allocated from general budget with consideration of funding strategy with City in current fiscal year and through FY 2027.

Recommendation: It is recommended that the Northville DDA authorize the DDA Director to execute proposed agreement with Grissim Metz Andriese (GMA) for Professional Landscape Architectural Services for Cady Street Pedestrian Corridor and Streetscape Design Development Plans for \$27,000, including construction documents and construction phase services.

Motion: Move to authorize DDA Director to execute agreement with Grissim Metz Andriese (GMA) for Professional Landscape Architectural Services for Cady Street Pedestrian Corridor and Streetscape Design Development Plans for \$27,000, including construction documents and construction phase services.



August 12, 2025

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

Re: Town Square Fountain
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 fountain 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. Construction Document Phase

The construction document phase will include the following:

1. Preparation of construction drawings for new fountain. The drawings will include the specific layout, material requirements, utility requirements, details, and all necessary technical information for the proper installation of the design.
2. Preparation of construction drawings for fire bowls to be added to the structure during winter. The drawings will include specific layout, material requirements, product information, plumbing requirements, and all necessary information for the proper installation of the fire bowls.
3. Preparation of complete technical specifications.
4. Coordination with local authorities on applicable fire codes, ect.
5. Coordination of construction documentation with required trades such as electrical, plumbing, ect.
6. Meetings and/or calls with the DDA Executive Director and Assistant to review design documents.

August 12, 2025
Ms. Kate Knight
Northville DDA
Page 2

B. Bidding and Construction Phase

We will provide bidding and construction services as follows.

1. Interpret drawings and specifications as required to clarify the intent of construction documents during the bid process.
2. Prepare addenda and clarification to the documents as required.
3. Assist in evaluating bid process and subcontractor qualifications.
4. During construction, a representative will visit the site to observe compliance with the Contract Documents as related to the scope of services defined in this proposal (assume 5 site visits).
5. Prepare bulletins as required for revision to construction documents.
6. Respond to RFIs and associated clarification of construction documents.
7. Review all project submittals and shop drawings associated with our scope of work.
8. Provide punch list for installation subsequent to substantial completion of work.

C. 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.

D. Compensation

1. Our fee for the services outlined in sections A-B would be invoiced as a lump sum fee of \$18,750.
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.



August 12, 2025
Ms. Kate Knight
Northville DDA
Page 3

E. 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: _____



To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration to Approve Professional Landscape Architecture Services for Town Square Fountain Reconstruction

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. Current fountain is functioning with structural deterioration that does not pose public risk, but warrants reconstruction. Heavy engagement in public space necessitates investment in this prominent design feature, designed in 2007 as a focal element downtown.

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 professional services at \$18,750. Resulting future contractual awards approved by the Board will be allocated from general budget toward Landscape Maintenance & Materials and Contractual Services. These future awards are estimated to be near \$100,000, allocated in the current fiscal year, 2025-2026.

Recommendation: It is recommended that the Northville DDA authorize the DDA Director to execute proposed agreement with Grissim Metz Andriese (GMA) for Professional Landscape Architectural Services for Town Square Fountain Reconstruction for \$18,750, including construction documents and construction phase services.

Motion: Move to authorize DDA Director to execute agreement with Grissim Metz Andriese (GMA) for Town Square Fountain Reconstruction for \$18,750, including construction documents and construction phase services.



August 12, 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.

SECTION 004200 - PROPOSAL FORM

Name of Bidding Contractor: PARACLETE SERVICES INC., DBA BEGONIA BROTHERS

1. CERTIFICATIONS AND BASE BID

Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder hereinafter referred to as Contractor, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications and all subsequent Addenda, as prepared by Grissim Metz Andriese Associates, and their consultants, having visited the site and being familiar with all conditions and requirements agrees to contract with _____, hereinafter referred to as Owner, and agrees to furnish all material, labor, tools, equipment, utility transportation services and supervision, including all scheduled allowances necessary to perform and complete, in a satisfactory manner, all work required in conjunction with the above-named project, according to the requirements of the Procurement and Contracting Documents, and to accept as full payment thereof, subject to additions and / or deletions required by Contract, the stipulated sum of:

TOTAL BASE BID:

A. _____ Dollars (\$ _____)
B. The above amount may be modified in the future by amounts indicated in the Alternates Section.

2. ANALYSIS OF BID:

Unit Costs submitted for Contract additions / deletions, inclusive of any maintenance and guarantee period not separately listed. Total must equal Base Bid above. Contractor is responsible for verifying estimated quantities of materials. All work to be installed complete, as detailed on the Drawing(s), within quote Base Bid.

3. TIME OF COMPLETION

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents no later than _____, and shall fully complete the Work by _____.

4. SITE WORK:

Landscape	Item	Unit	Quantity	Unit Price	Total
	Existing Green Velvet Boxwood removal	LS		\$	\$
	Green Velvet Boxwood, 18"ht.	ea	204	\$ 76	\$ 15,504
	Karl Foerster Grass, 3 gal.	ea	31	\$ 29	\$ 899
	Hosta 'Paisley Print', 1 gal.	ea	86	\$ 26	\$ 2,236
	Shredded bark mulch, 1-1/2" depth	cy	5	\$ 70	\$ 350
	Salvage irrigation and repair as needed	LS		\$	\$
	*Note - plant mix to be included in individual plant cost				
					Landscape Total: \$ 18,989

7. SUBMISSION OF BID

Respectfully submitted this 15 day of September

Submitted By: Paraclete Services Inc, dba Begonia Brothers
(Name of bidding firm of corporation)

Authorized Signature: Ann Bonde
(Handwritten signature)

Signed By: Ann Bonde
(Type or print name)

Title: OWNER
(Owner/Partner/President/Vice President)

Circle One: Corporation / Partnership / Individual

Street Address: 2114 Brickscap
City, State, Zip: Northville, MI 48167
Phone: 888-889-8282
License No.: 24-000000044
Federal ID No.: 47-515561



To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration to Approve Contractual Services Town Square Planting

Date: September 19, 2025

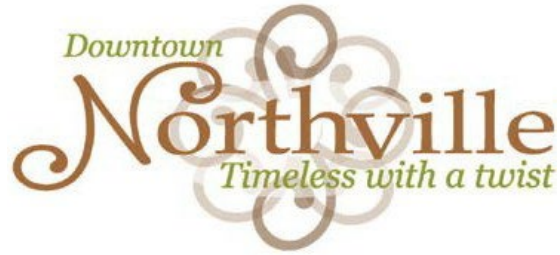
Background: The DDA maintains public space in the district, in coordination with City of Northville and partner vendors. Town Square is the downtown's premier public plaza, with heavy annual use volume. Maintenance and upgrades are managed in context with DDA cultural programming and business atmosphere.

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. Existing boxwoods and other plantings have reached the end of their typical lifespan and are showing age. New planting recommendations are made in consult with professional arborists, trusted contractors, and landscape architects, and will be monitored with treatment consistent with best practices for current regional pest impact. 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 Contractual Services. 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 Begonia Brothers for Town Square Planting for an amount not to exceed \$18,989.

Motion: Move to authorize DDA Director to execute agreement with Begonia Brothers for Town Square planting contractual services for amount not to exceed \$18,989.



To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration to Discuss and Recommend Potential Ordinance Amendment for Street-Level Use Regulations in the Central Business District

Date: September 17, 2025

Background: It is a priority for Northville's downtown to maintain and encourage a vibrant, walkable business district, to support local businesses and economic growth. Municipalities may regulate the first-floor business use in downtown areas to cultivate a vibrant, walkable street life that draws pedestrians and supports the local economy. Ground-floor regulations are a core component of zoning laws, influencing everything from the character of a neighborhood to property values.

A key reason for regulating business use is to foster an active and engaging pedestrian experience. First-floor business regulations help create lively, interesting streets that make people want to walk around and linger. Encouraging active uses through zoning often promotes "activating" uses like retail shops, restaurants, and salons on the ground floor. In contrast, non-activating uses like windowless offices can dull the streetscape and discourage foot traffic. Examples include empty dark conference rooms, waiting rooms screened for privacy, and systems furniture/cubicles for offices in first floor storefronts.

Regulations for first floor use aim to maximize the economic potential of a downtown business district by attracting customers and encouraging complementary businesses to cluster. Ground-floor locations offer high visibility and are essential for attracting walk-in customers, which is a major advantage for retailers and restaurants.

Analysis: The DDA and City have no guidelines in place to encourage property owners to seek tenants with business uses that contribute to stronger destination pedestrian traffic and promotes "activating" uses like retail shops, restaurants, and salons on the ground floor.

Budget Impact: None

Recommendation: It is recommended that the Northville DDA staff and Community Development staff continue discussion and due diligence toward development of a potential ordinance amendment for Street-Level Use Regulations in the Central Business District.

Motion: Move to authorize DDA Director to work with Community Development Director to continue discussion and due diligence toward development of a potential ordinance amendment for Street-Level Use Regulations in the Central Business District.



September 16, 2025

Kate Knight, Executive Director
Northville Downtown Development Authority
215 West Main Street
Northville, MI 48167

Re: Street-Level Use Regulations in the Central Business District

Dear Director Knight,

The City is exploring potential zoning changes to better support active street-level uses along Main Street and North Center Street. At this stage, this is strictly a preliminary concept, and no formal ordinance amendment has been prepared.

Specifically, the concept under consideration would apply to properties fronting Main Street between Hutton Street and Wing Street, excluding Northville Square, as well as properties fronting North Center Street between Main Street and Dunlap Street. Under this approach, street-level occupancy would be limited to retail and businesses that typically generate customer visits and pedestrian activity. Office and similar uses that do not usually draw walk-in traffic would continue to be permitted elsewhere in the CBD, including on upper floors of the same buildings, but not at the street level along these key corridors.

The intent is to encourage storefronts that contribute to a lively and welcoming pedestrian environment throughout the day and into the evening. By fostering businesses that remain open beyond traditional office hours, we can reduce the number of inactive or “dark” storefronts during evenings and weekends and better align with the DDA’s goal of creating a vibrant downtown.

Before moving forward with any draft ordinance language, staff would like to gather input from the DDA Board on this concept. The Board’s perspective is critical to understanding potential implications for business recruitment, economic development, and the overall downtown experience. If desired, this item can be placed on a future DDA Board agenda.

Thank you for facilitating this discussion with the Board.

Sincerely,

A handwritten signature in black ink that reads "Justin Quagliata". The signature is written in a cursive, flowing style.

Justin Quagliata, AICP
Community Development Director

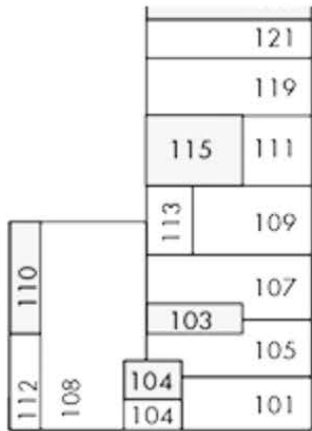
DDA Public Restroom Pilot Program



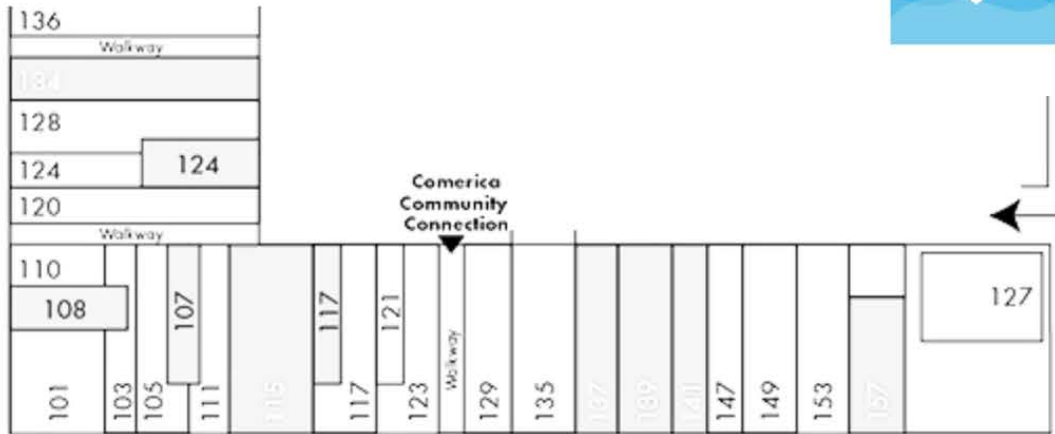
The Northville DDA is excited to have engaged with Throne for a 90-Day Pilot Program downtown, located on the top of the Mary Alexander parking deck. The City of Northville has a thriving downtown retail district that is activated year round. Like most downtowns, it faces a high demand for public restrooms. This trial will help us to gain valuable data to evaluate this investment in our public spaces.



Walking distance from where you are ...



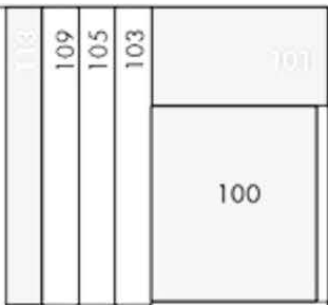
N. CENTER STREET



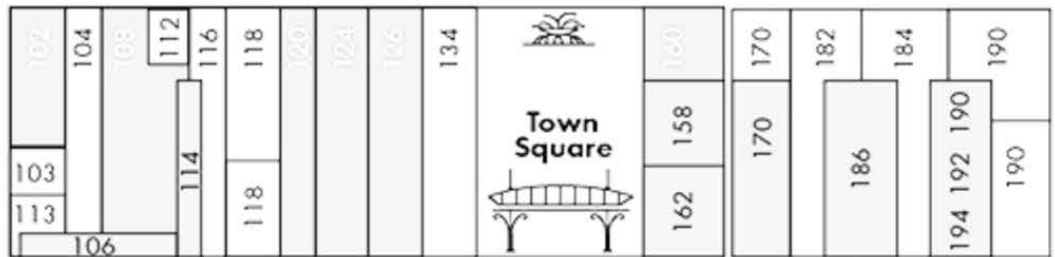
HUTTON STREET

MAIN STREET

E. MAIN STREET



S. CENTER STREET



HUTTON STREET

MARY ALEXANDER COURT



Northville
Downtown Development Authority

DDA Offices 248-305-2734
www.downtownnorthville.com

October Events in Downtown Northville

SKELETONS ARE ALIVE



IN DOWNTOWN *Northville*
Timeless with a twist



JOIN US FOR THE LAUNCH PARTY
Saturday, October 4th

October 2025 Events

Skeletons Are Alive

October 1- 31
Downtown Northville
www.downtownnorthville.com

Manhattan Film Festival

October 2
6:00 – 9:00 p.m.
Northville District Library
www.northvillelibrary.org

Fifty North Expo

October 2
10:00 a.m. – 1:00 p.m.
Northville Community Center
www.northvilleparksandrec.org

Homecoming Parade

October 3
6:00 p.m.
Downtown Northville
www.nhs.northvilleschools.org

Skeletons Are Alive Launch Party

October 4
5:00 – 9:00 p.m.
Downtown Northville
www.downtownnorthville.com

Victorian Funeral Tea

October 4
1:00 – 3:00 p.m.
Mill Race Village
www.millracenorthville.org

Power Play Detroit at Marquis Theater

October 4
8:00 p.m.
Marquis Theater
www.northvillemarquis.com

Costume Swap

October 4
1:00 – 3:00 p.m.
Northville District Library
www.northvillelibrary.org

Oakwood Living Cemetery Tours

October 10
5:00 – 8:00 p.m.
Oakwood Cemetery
Northville Art House & Mill Race Village
www.northvilleearthouse.org
www.millracenorthville.org

Great Fall Festival

October 11
10:00 a.m. – 5:00 p.m.
Maybury Farm, www.mayburyfarm.org

Witches Night Out

October 16
6:00 – 10:30 p.m.
Downtown Northville
www.downtownnorthville.com

Movies in the Park • Hocus Pocus

October 16
Movie at dusk
Downtown Northville
www.northvilleparksandrec.org

Philharmonic Phright Night

October 18
7:30 p.m.
Marquis Theater, www.northvillemarquis.com

Halloween Hysteria Community Art

October 19
1:00 – 5:00 p.m.
Mill Race Village
www.northvilleearthouse.org
www.millracenorthville.org

Boo Bash

October 19
5:00 – 7:00 p.m.
First Presbyterian Church of Northville
www.fpcnorthville.org

Halloween Spooktacular

October 22
5:00 – 7:00 p.m.
Northville Community Center
www.northvilleparksandrec.org

Streets of Treats

October 26
12:00 – 3:00 p.m.
Downtown Northville, www.northville.org

The Mysterious and Macabre in Art History Presentation

October 29
6:00 – 7:00 p.m.
Northville District Library
www.northvilleearthouse.org

Music Bingo Halloween Edition

October 30
1:00 – 2:30 p.m.
Northville Community Center
www.northvilleparksandrec.org

Mini Monster Mash

October 31
10:30 – 11:15 a.m.
Northville District Library
www.northvillelibrary.org

Spooktacular House Decorating Contest

Houses must be fully decorated by October 20
Voting • October 24-29
Awards distributed • October 30
www.thekidstablemi.org

