



**Meeting of the DDA Board of Directors
November 18, 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. September 2025 Revenue and Expenditure Report (Attachment 4.a)
 - b. September 2025 Invoice Report (Attachment 4.b)
 - c. October 28, 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
6. Consideration of Throne Service Agreement Extension
7. Consideration to Approve Professional Engineering Services OHM Main Street Pavement Reconstruction at Town Square
8. Consideration to Approve Professional Landscape Architectural Services GMA Main Street Pavement Reconstruction at Town Square
9. Orientation Michigan Main Street Program
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 December 16, 2025

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 10/31/2025
 % Fiscal Year Completed: 33.70

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 10/31/2025	Available Balance 10/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
PROPERTY TAXES						
248-000-404.000	CURRENT PROPERTY TAXES	923,670.00	920,934.00	839,890.52	81,043.48	91.20
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	78,121.00	77,755.00	72,295.69	5,459.31	92.98
	PROPERTY TAXES	1,000,791.00	997,689.00	912,186.21	85,502.79	91.43
LICENSES, FEES, & PERMITS						
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	15.00	165.00	8.33
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	14,100.00	14,100.00	0.00	14,100.00	0.00
	LICENSES, FEES, & PERMITS	14,280.00	14,280.00	15.00	14,265.00	0.11
STATE REVENUES						
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	60,000.00	63,102.00	33,401.54	29,700.46	52.93
	STATE REVENUES	60,000.00	63,102.00	33,401.54	29,700.46	52.93
SALES & SERVICES						
248-000-626.000	MISCELLANEOUS REVENUE	350.00	350.00	0.00	350.00	0.00
248-000-626.110	EV CHARGING STATION REVENUE	1,000.00	1,000.00	0.00	1,000.00	0.00
	SALES & SERVICES	1,350.00	1,350.00	0.00	1,350.00	0.00
INTEREST						
248-000-665.000	INTEREST - INVESTMENT POOL	7,500.00	7,500.00	2,232.08	5,267.92	29.76
248-000-665.030	INTEREST - MONEY MARKET ACCOUNT	0.00	0.00	17.50	(17.50)	100.00
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	3,000.00	3,000.00	2,553.46	446.54	85.12
248-000-665.200	LONG TERM INVESTMENT EARNINGS	7,500.00	7,500.00	4,411.31	3,088.69	58.82
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(91.95)	(408.05)	18.39
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(167.57)	(532.43)	23.94
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(33.76)	(96.24)	25.97
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	1,367.83	(1,367.83)	100.00
	INTEREST	16,670.00	16,670.00	10,288.90	6,381.10	61.72
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						
248-000-674.830	DONATIONS & CONTRIBUTIOS	18,750.00	18,750.00	0.00	18,750.00	0.00
248-000-677.010	SPONSORSHIPS - CONCERTS	25,000.00	25,000.00	20,064.62	4,935.38	80.26
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	15,000.00	20,350.00	(5,350.00)	135.67
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	65,750.00	65,750.00	40,414.62	25,335.38	61.47
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	0.00	112,394.00	0.00	112,394.00	0.00
	FUND BALANCE RESERVE	0.00	112,394.00	0.00	112,394.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 10/31/2025
 % Fiscal Year Completed: 33.70

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 10/31/2025	Available Balance 10/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
Total Dept 000		1,165,041.00	1,277,435.00	996,306.27	281,128.73	77.99
Revenues		1,165,041.00	1,277,435.00	996,306.27	281,128.73	77.99
Account Category: Expenditures						
Department: 573 DPW SERVICES						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	26,070.00	26,070.00	17,665.35	8,404.65	67.76
248-573-707.000	WAGES - REGULAR OVERTIME	500.00	500.00	5,199.74	(4,699.74)	1,039.95
248-573-709.000	WAGES - PART TIME	0.00	43,120.00	2,262.60	40,857.40	5.25
248-573-725.000	FRINGE BENEFITS	17,495.00	21,530.00	16,467.59	5,062.41	76.49
248-573-801.020	AUTOMOTIVE SERVICE	500.00	500.00	0.00	500.00	0.00
248-573-943.000	EQUIPMENT RENTAL - CITY	7,475.00	7,475.00	9,435.08	(1,960.08)	126.22
Unclassified		52,040.00	99,195.00	51,030.36	48,164.64	51.44
Total Dept 573 - DPW SERVICES		52,040.00	99,195.00	51,030.36	48,164.64	51.44
Department: 741 DESIGN COMMITTEE						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	38,520.00	39,265.00	11,594.52	27,670.48	29.53
248-741-709.000	WAGES - PART TIME	43,120.00	0.00	0.00	0.00	0.00
248-741-725.000	FRINGE BENEFITS	21,735.00	17,900.00	6,901.46	10,998.54	38.56
248-741-726.000	SUPPLIES	350.00	350.00	262.43	87.57	74.98
248-741-775.200	DOWNTOWN MATERIALS	32,000.00	32,000.00	9,941.84	22,058.16	31.07
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	2,500.00	2,500.00	700.00	1,800.00	28.00
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	406.31	593.69	40.63
248-741-801.000	CONTRACTUAL SERVICES	18,670.00	185,670.00	54,182.12	131,487.88	29.18
248-741-801.160	RESTROOM PROGRAM	3,500.00	23,500.00	11,591.99	11,908.01	49.33
248-741-920.010	ELECTRIC POWER	32,570.00	32,570.00	7,428.75	25,141.25	22.81
248-741-920.020	NATURAL GAS	19,360.00	19,360.00	453.96	18,906.04	2.34
248-741-920.030	WATER & SEWER SERVICE	10,740.00	10,740.00	0.00	10,740.00	0.00
248-741-938.120	LANDSCAPE MAINTENANCE	38,560.00	38,560.00	11,691.89	26,868.11	30.32
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	1,000.00	925.00	691.50	233.50	74.76
248-741-976.010	SITE AMENITIES	29,000.00	191,000.00	(4,000.16)	195,000.16	(2.09)
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	50,000.00	50,000.00	50,000.00	0.00	100.00
Unclassified		344,625.00	647,340.00	161,846.61	485,493.39	25.00
Total Dept 741 - DESIGN COMMITTEE		344,625.00	647,340.00	161,846.61	485,493.39	25.00
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	49,355.00	50,345.00	14,927.83	35,417.17	29.65
248-742-725.000	FRINGE BENEFITS	23,645.00	23,905.00	8,997.57	14,907.43	37.64
248-742-726.000	SUPPLIES	50.00	50.00	196.04	(146.04)	392.08
248-742-801.000	CONTRACTUAL SERVICES	30,365.00	30,365.00	7,543.89	22,821.11	24.84
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	72.20	1,207.80	5.64
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	455.00	2,345.00	16.25
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	7,750.00	2,000.00	5,750.00	25.81

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-955.310	CONCERTS	41,600.00	41,600.00	30,100.00	11,500.00	72.36
248-742-955.320	SKELETONS EVENT	13,000.00	13,000.00	19,034.31	(6,034.31)	146.42
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		171,845.00	178,095.00	83,326.84	94,768.16	46.79
Total Dept 742 - MARKETING COMMITTEE		171,845.00	178,095.00	83,326.84	94,768.16	46.79
Department: 743 PARKING COMMITTEE						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	22,275.00	23,015.00	6,819.17	16,195.83	29.63
248-743-725.000	FRINGE BENEFITS	10,805.00	10,995.00	4,207.21	6,787.79	38.26
248-743-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	1,500.00	1,500.00	0.00	1,500.00	0.00
248-743-995.230	O/T TO PARKING FUND	107,560.00	107,560.00	52,997.50	54,562.50	49.27
Unclassified		142,190.00	143,120.00	64,023.88	79,096.12	44.73
Total Dept 743 - PARKING COMMITTEE		142,190.00	143,120.00	64,023.88	79,096.12	44.73
Department: 744 ORGANIZATIONAL COMMITTEE						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	33,410.00	34,525.00	10,228.79	24,296.21	29.63
248-744-725.000	FRINGE BENEFITS	16,205.00	16,490.00	6,407.07	10,082.93	38.85
248-744-726.000	SUPPLIES	750.00	750.00	67.85	682.15	9.05
248-744-730.000	POSTAGE	50.00	50.00	0.00	50.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	475.00	475.00	403.58	71.42	84.96
248-744-802.010	LEGAL SERVICES - GENERAL	4,000.00	4,000.00	0.00	4,000.00	0.00
248-744-853.000	TELEPHONE/COMMUNICATIONS	1,800.00	1,800.00	600.00	1,200.00	33.33
248-744-876.000	RETIREE HEALTHCARE COSTS	7,635.00	7,635.00	426.58	7,208.42	5.59
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	52.51	1,162.49	4.32
248-744-958.000	MEMBERSHIP & DUES	845.00	845.00	1,025.00	(180.00)	121.30
248-744-960.000	EDUCATION & TRAINING	1,350.00	1,350.00	550.00	800.00	40.74
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	5,070.00	5,350.00	4,009.50	1,340.50	74.94
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	2,432.00	68.00	97.28
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	150,960.00	150,960.00	75,480.00	75,480.00	50.00
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(75,480.00)	(75,480.00)	(37,740.00)	(37,740.00)	50.00
Unclassified		150,785.00	152,465.00	63,942.88	88,522.12	41.94
Total Dept 744 - ORGANIZATIONAL COMMITTEE		150,785.00	152,465.00	63,942.88	88,522.12	41.94
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	38,220.00	38,590.00	11,368.76	27,221.24	29.46
248-745-725.000	FRINGE BENEFITS	16,905.00	18,530.00	6,594.06	11,935.94	35.59
248-745-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
Unclassified		55,225.00	57,220.00	17,962.82	39,257.18	31.39
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		55,225.00	57,220.00	17,962.82	39,257.18	31.39

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GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 10/31/2025	Available Balance 10/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 906 DEBT SERVICE						
Unclassified						
248-906-995.303	O/T TO DEBT SERVICE FUND	225,000.00	0.00	0.00	0.00	0.00
	Unclassified	225,000.00	0.00	0.00	0.00	0.00
	Total Dept 906 - DEBT SERVICE	225,000.00	0.00	0.00	0.00	0.00
Department: 999 RESERVE ACCOUNTS						
Unclassified						
248-999-999.000	UNALLOCATED RESERVE	23,331.00	0.00	0.00	0.00	0.00
	Unclassified	23,331.00	0.00	0.00	0.00	0.00
	Total Dept 999 - RESERVE ACCOUNTS	23,331.00	0.00	0.00	0.00	0.00
	Expenditures	1,165,041.00	1,277,435.00	442,133.39	835,301.61	34.61
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	1,165,041.00	1,277,435.00	996,306.27	281,128.73	77.99
	TOTAL EXPENDITURES	1,165,041.00	1,277,435.00	442,133.39	835,301.61	34.61
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	554,172.88	(554,172.88)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 10/01/2025 - 10/31/2025

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 10/1/25 - 10/31/	489.36	126268
Total Department 524 MILL RACE VILLAGE MAINTENANCE				489.36	
Total Fund 101 GENERAL FUND				489.36	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 000					
248-000-665.500	INVESTMENT MANAGEMENT FEES	ROBINSON CAPITAL MANAGEMEN	OCT MANAGEMENT FEES	59.13	126347
Total Department 000				59.13	
Department: 741 DESIGN COMMITTEE					
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	CITY SECURITY CAMERA SOFTWARE	78.16	126203
248-741-801.000	CONTRACTUAL SERVICES	HOWARD COMMERCIAL DOOR	COMMERICA CONNECTION DOOR RENOVATION	1,692.50	126198
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION, IN	RAISED BED REPAIRS TO DRIP LINE	1,241.83	126262
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY PORTA PROGRAM	198.00	126245
248-741-801.160	RESTROOM PROGRAM	THRONE LABS, INC	RESTROOM PILOT PROGRAM	5,580.00	126368
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC CHARGES 9/16/25 - 10/14/25	216.95	126260
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 9/16/25 - 10/14/25	260.75	126260
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC CHARGES 9/16/25 - 10/14/25	42.11	126260
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELECTRIC CHARGES 9/16/25 - 10/14/25	96.19	126260
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 9/16/25 - 10/14/25	86.18	126260
248-741-920.010	5691568 - 112 N WING - Y	DTE ENERGY	ELECTRIC CHARGES 9/25/25 - 10/23/25	175.47	126323
248-741-920.010	8046563 - 126 N WING - AA	DTE ENERGY	ELECTRIC CHARGES 9/25/25 - 10/23/25	19.14	126323
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	CONSUMER'S ENERGY 9/3/25 - 10/2/25	133.32	500964
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	CONSUMER'S ENERGY 9/3/25 - 10/2/25	18.00	500964
Total Department 741 DESIGN COMMITTEE				9,838.60	
Department: 742 MARKETING COMMITTEE					
248-742-726.000	SUPPLIES	HOME DEPOT CREDIT SERVICES	6035322532048778	71.90	126307
248-742-801.000	CONTRACTUAL SERVICES	SCHENDEL CORPORATION	WINDOW CLINGS AND CARDS	168.80	126114
248-742-801.000	CONTRACTUAL SERVICES	GENITTI'S, INC.	SOCIAL MEDIA WORKSHOP	264.00	126085
248-742-801.000	CONTRACTUAL SERVICES	GENITTI'S, INC.	SOCIAL MEDIA WORKSHOP	288.00	126085
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	GRAPHIC DESIGN FOR SKELETONS	140.00	126193
248-742-955.190	BUSINESS RETENTION PROGRAM	HERTA, LLC	SOCIAL MEDIA WORKSHOP	2,000.00	126220
248-742-955.320	SKELETONS EVENT	JOHN'S SANITATION	SKELETON TOILETS 5	525.00	126245
248-742-955.320	SKELETONS EVENT	DETROIT CIRCUS	DETROIT CIRCUS FOR SKELETONS	2,050.00	126199
248-742-955.320	SKELETONS EVENT	CITY HOP SOCIAL, LLC	SILENT DISCO	2,150.00	126229
248-742-955.320	SKELETONS EVENT	FACE FLAIR LLC	BALLOON TWIST & FACE PAINTING	1,450.00	126208
248-742-955.320	SKELETONS EVENT	DUFF UNIVERSAL LIFE SOLUTI	EVENT ASSISTANCE WITH SKELETONS - PUT	355.00	126205
248-742-955.320	SKELETONS EVENT	SCHENDEL CORPORATION	SKELETON MARKETING PRINT	216.94	126213
248-742-955.320	SKELETONS EVENT	BARRY'S LET'S RENT IT, LTD	HEATER RENTAL AND INSTALL	1,640.00	126230
248-742-955.320	SKELETONS EVENT	STACKWOOD STUDIOS	LAUNCH PARTY IMAGERY	700.00	126296
248-742-955.320	SKELETONS EVENT	JAG ENTERTAINMENT	OCTOBER NIGHTS	2,850.00	126272
Total Department 742 MARKETING COMMITTEE				14,869.64	
Department: 744 ORGANIZATIONAL COMMITTEE					
248-744-958.000	MEMBERSHIP & DUES	MICHIGAN DOWNTOWN ASSOCIAT	MEMBERSHIP	750.00	126157
248-744-958.000	MEMBERSHIP & DUES	NORTHVILLE CHAMBER OF COMM	MEMBERSHIP	275.00	126087
Total Department 744 ORGANIZATIONAL COMMITTEE				1,025.00	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				25,792.37	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 10/01/2025 - 10/31/2025

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	489.36	
	248		DOWNTOWN DEVELOPMENT AUTHORITY	25,792.37	
	Total For All Funds:			<u>26,281.73</u>	



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

September 23, 2025

The October 28, 2025 meeting of the DDA Board of Directors was called to order at 8:30am in City Hall Council Chambers.

ROLL CALL

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

Absent: Brian Turnbull

Also Present: George Lahanas / City Manager, Kate Knight / DDA Director, Stacy Pearson / DDA Assistant Director, Al Maciag / NCFD Police Chief, Fred Sheill, Jim Craycraft / Chamber of Commerce Director

AUDIENCE COMMENT None

APPROVAL OF AGENDA AND CONSENT AGENDA

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

EXECUTIVE DIRECTOR REPORT

Knight presented on social media statistics and a Skeletons Are Alive post event report. Additional discussion on Throne pilot program analytics and Northville Yiftee gift card program followed.

CONSIDERATION TO ENGAGE CITY TOWARD SELF-FUNDED AGREEMENT FOR CAPITAL PROJECTS

Knight led a discussion on submitting a formal request to the city to establish a self-funded agreement for capital projects. She noted that, in coordination with the EDC, it is their shared opinion that advancing discussion on funding with the city is essential for the DDA to make significant physical improvements within the downtown district. Knight reminded the board that the proposed projects had been presented over the past several months and that no new initiatives were being introduced—rather, work on previously discussed projects will begin immediately. Board discussion followed on the importance of securing more specific pricing for road projects, acknowledging that although the RAP grant application may not have been successful, the need for road improvements and the extension of the Table Top Plaza remains a top priority along with additional project continuation.

Motion by **Boyd**, **seconded** by **Buckhave** to authorize DDA Executive Director to proceed with City of Northville administrative team toward establishing terms for a loan or revolving line of credit from the general fund toward capital projects in the DDA district for amount to be determined in the next 60 days. **Motion carried unanimously.**

CONSIDERATION TO APPLY FOR TAP GRANT AND APPROVE ADDITIONAL SERVICES GMA

Knight led discussion on connection between current downtown and Down's project through Cady Connection between parking garage and Los Tres Amigos.

Motion by **McKindles**, seconded by **Cole** to authorize DDA Executive Director to execute an additional service request for Grissim Metz Andriese for services associated with applying for the Transportation Alternatives Program (TAP) grant through SEMCOG, in support of developing the Cady Street Connection, not to exceed \$10,000 for the application. Motion carried **unanimously**.

CONSIDERATION TO ENGAGE MICHIGAN MAIN STREET PROGRAM WITH MEDC

Knight provided a review of the recent EDC meeting with the MEDC, highlighting the volunteer framework and working board aspects of the program, which require 80% board participation. She noted that the DDA's current committee structure is already loosely modeled after the MEDC framework. Knight explained that the DDA would need to apply for the program and, if selected, could then implement the MEDC model within Northville.

Motion by **Cole**, seconded by **McKindles** to authorize DDA Executive Director to recommend that the DDA Board engage in application toward a competitive Main Street Michigan partnership.

COMMITTEE UPDATES

Design Committee – Miller – Update on GMA meeting in Town Square for replacement lights and additional options for lighting within the plans for the new updates.

Marketing Committee – Bonser – update on Yiftee gift card.

Parking Committee – Maciag – update on City Council approved traffic controllers throughout town that are actively being installed or already installed.

Organizational Committee – Boyd – Focus on organizing the intergovernmental agreement.

Economic Development Committee – Cole – none

NEW BUSINESS None

BOARD AND STAFF COMMUNICATIONS

Knight presented impact report for Skeletons Are Alive held October 4, 2025.

ADJOURNMENT

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

Motion carried unanimously. **Meeting adjourned** at 9:57am

Respectfully submitted,
Stacy Pearson, Assistant DDA Director Northville DDA



NORTHVILLE DDA EV USAGE REPORT

Oct-25

Charger Location	Energy (KWH) JULY	Energy (KWH) AUG	Energy (KWH) SEP	Energy (KWH) OCT
123 E Cady St	1934.77	1633.4508	1950.329	1891.709
123 W Cady St	857.27	992.439	849.154	1743.4490
114 W Main St	1708.22	1682.2715	1909.95	2124.309
Totals:	4500.26	4308.1613	4709.433	4016.018

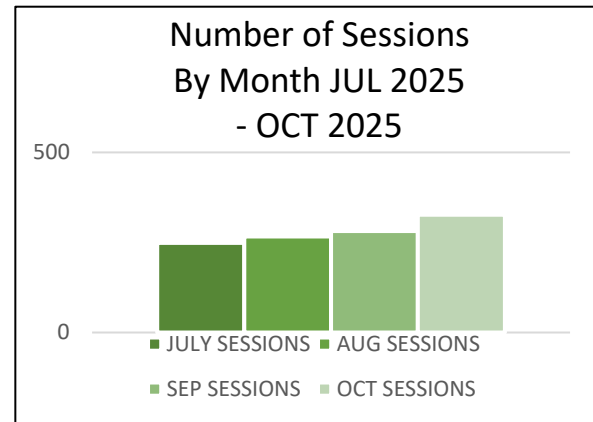
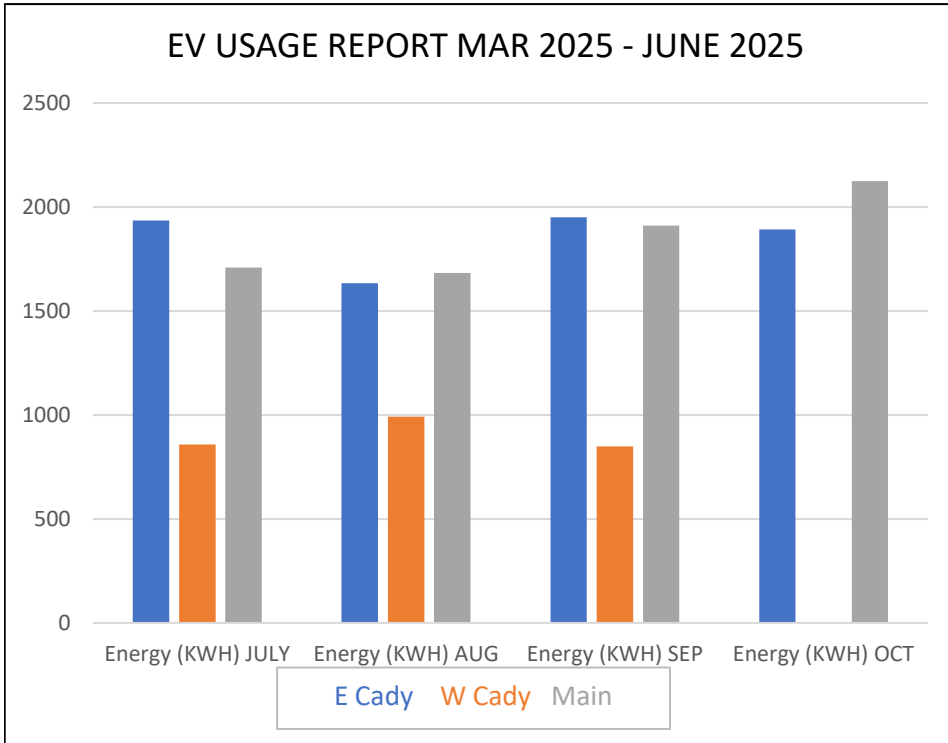
Session Totals	JULY SESSIONS	AUG SESSIONS	SEP SESSIONS	OCT SESSIONS
	249	267	282	327

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	207.74	118	840.683	1215.61
123 W Cady St	156.39	100	774.79	1120.34
114 W Main St	157.56	109	944.04	1365.08
Totals:	365.3	327	840.683	3701.03

Annual Users	Jul-25	Aug-25	Sep-25	Oct-25
Sessions to Date	2949	3216	3498	3825
DDA Funds Earned	\$134.82	\$129.16	\$167.17	\$179.02



Northville, Michigan EV Report


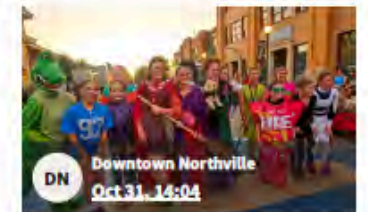
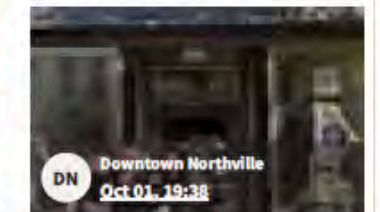


OCTOBER 2025 DATA

Petroleum Dsplcmt GAL 840.68
 Green House Gas KG 3701.03

DDA Facebook Analytics

October 1 - October 31 compared to September 1- September 30

<p>Average post engagem...</p> <p>6.58% engagement rate</p> <p>↗ 9.2% from 6.03%</p>	<p>Followers</p> <p>19,692 followers</p> <p>↗ 1.3% from 19,446</p>	<p>New followers</p> <p>292 new followers</p> <p>↘ 61.7% from 762</p>	<p>Post comments & replies</p> <p>65 comments</p> <p>↘ 88.1% from 547</p>
<p>Post impressions</p> <p>160,356 impressions</p> <p>↘ 72.3% from 578,600</p>	<p>Page & profile reach</p> <p>313,140 people</p> <p>↘ 46.9% from 589,249</p>	<p>Post link clicks</p> <p>1,050 clicks</p> <p>↘ 9.1% from 1,155</p>	<p>Post reactions & likes</p> <p>1,546 reactions</p> <p>↘ 73.2% from 5,764</p>
<p>Post shares</p> <p>110 shares</p> <p>↘ 70.2% from 369</p>	<p>Top posts > Likes and reactions</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="440 1178 805 1535">  <p>NIGHTS LOOKING FOR WEEKEND PLANS? HEAD TO DOWNTOWN NORTHVILLE TO SEE OVER 200 SKELETONS FOR SKELETONS ARE ALIVE OCTOBER 1- 31ST! LIVE MUSIC FRIDAY & SATURDAY 5:00-8:00 PM Downtown Northville AFTER 5:00 PM OCT 10, 19:05 ENJOY MUSIC SHOPPING DINING AND MORE! ALL UNDER</p> <p>It's October in the Ville! 🎃🍂 Main Street from Center to Hutton will be closed to vehicle traffic Friday afternoon through</p> <p>159 likes and reactions</p> </div> <div data-bbox="805 1178 1170 1535">  <p>Downtown Northville OCT 31, 14:04</p> <p>Happy Halloween from Downtown Northville! 🎃 We hope everyone has a fun and safe day of tricks and treats! 🍬👻</p> <p>156 likes and reactions</p> </div> <div data-bbox="1170 1178 1547 1535">  <p>Downtown Northville OCT 01, 19:38</p> <p>A HUGE thank you to our Skeletons Are Alive Premier Sponsor, @blakeanthonyhomes! We're excited to welcome them to</p> <p>142 likes and reactions.</p> </div> </div>		

DDA Instagram Analytics

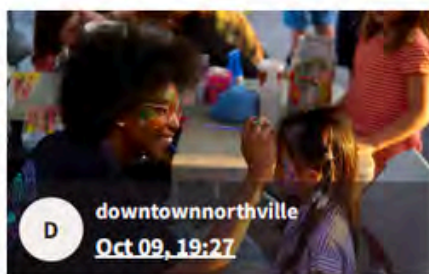
October 1 - October 31 compared to September 1- September 30



downtownnorthville
Oct 01, 19:38

A HUGE thank you to our Skeletons Are Alive Premier Sponsor, @blakeanthonyhomes! We're excited to welcome them to

16,882 views



downtownnorthville
Oct 09, 19:27

Launch Party Recap 🗨 Downtown was alive this past weekend, literally! 🎨🎪 From face painters to fire jugglers and picture-perfect

10,102 views



downtownnorthville
Oct 31, 14:03

Happy Halloween from Downtown Northville! 🎃 We hope everyone has a fun and safe day full of tricks and treats! 🍬👻

7,546 views

DDA Executive Director Report November 2025



We attended the Michigan Downtown Association's Annual conference in Rochester on November 4 and 5, always great professional development and peer networking. Best session of the event: Data Driven Downtown Management, featuring SEMCOG Planning Director Kevin Vettrainso presenting our Skeletons Are Alive impact report as an example of effective data application for cultural programming as economic development. The same session included Michigan Main Street representatives who had visited Northville a few weeks earlier, detailing some of the technical assistance we can anticipate implementing with our pending Downtown Northville application.

Continuing our momentum with Michigan Main Street, we're diving into the work with the Board this month. This November packet includes a survey with evaluation guidelines for our Board to complete and return by Dec 9. Your DDA staff will compile completed scorecard results, paying special attention to areas of agreement and alignment, and areas of divergence. In December at our regular meeting, we will facilitate a strategic planning session to review and discuss the compiled results. This will inform a strategic plan for 2026 and beyond, and is applicable for budget planning and master plan alignment for 2027.

Our re-imagined winter season opening event, Hometown Holiday, is November 21-23. This partnership with the Chamber includes the Holiday Lighted Parade, the greens market, Santa, carriage rides, axe-throwing, and more. We'll host the Buy Nearby Guy, the big blue Michigan-shaped spokesperson from the Michigan Retailers Association, to promote the downtown businesses and share co-branded Northville materials, as we head into Shop Small Saturday on November 27. Look for our social media campaign, featuring downtown businesses talking about their reasons to shop downtown this holiday season. Our Downtown Northville gift card program is launched, with more than 20 participating merchants on board at mid-month tally.

We are rolling proceeds from merchandise sales, promoted as supporting public art downtown, directly into seasonal artistry for our downtown merchants. We are subsidizing the first ten registrants to engage the Brush Monkeys, an artist troupe from Ann Arbor, in custom painting wintry seasonal imagery on storefront windows.

Town Square contractors resumed work on November 3, once the Skeletons dust cleared, for more masonry and electrical maintenance, repair and upgrade. Weather permitting, raised bed caps and GFI replacements will be complete by November 14. We're adding some new lighting to dark trees on mid-block Main Street, for contiguous sparkle.

We submitted our SEMCOG TAP grant application on November 7, for almost \$800,000, to support our planned improvements at the Cady Street Connection. We will hear back from the granting authority in early December. This project is for implementation in late 2027.

Happy Hometown Holiday and Thanksgiving.

Respectfully submitted,
Kate Knight
DDA Executive Director



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. The DDA is completing a 90 day pilot program with Throne, providing a sample of ADA-accessible, 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.

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.

The DDA approved a short three-month contract term in order to allow the opportunity to test and gain valuable data to evaluate investment in annual program. Pilot cost is \$17,744.40. At the end of the pilot program, the Throne has been highly reviewed. The vendor engaged downtown businesses and collected public user survey data. The DDA will review options for next steps with Throne, and continuing free restroom service with this program.

Budget Impact: Funding would impact FY 2025-2026 DDA budget by amendment for proposed pilot program within Contractual Services 248-741-801.00. Budget would be allocated from FY 2026-2026 for services July 1 through December 31, 2026.

Recommendation: DDA staff recommends Board discussion of pilot program for immediate consideration.

Motion: Move to authorize DDA Director to _____.

Northville Throne Restroom Overview

Why This Throne Matters

The City of Northville deployed this Throne to support the local business district by helping offset non-customer foot traffic to nearby stores and restaurants. Local restaurants shared that having the Throne nearby allows them to **redirect public restroom requests away from their businesses**, improving operations and customer experience.

What the Data Shows

+1,200

Uses since installation

4.6/5

Cleanliness Rating

25%

Of users have returned more than once

70%

Of total usage on the weekend (Fri-Sun)

Impact

Restaurant Feedback

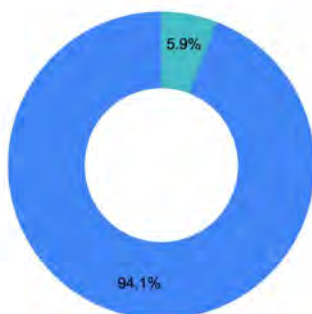
- **Reduced use of private restrooms:** Restaurants in the area shared that having the Throne nearby has helped reduce non-customer restroom use (with **Great Harvest** and **Tuscan Café** specifically noting fewer people coming in just to use their bathrooms).
- **Increased public satisfaction:** Visitors and business owners reported that people are happier when a public restroom option is available nearby.
- **Visibility opportunity:** Some restaurant partners noted that the unit could be easier for visitors to spot.

Community Feedback

- **100%** of users said the Throne is a *good or great* restroom solution.
- **88%** said it made them *feel safer*.
- Suggested **future locations** include Ford Field and Center Street Grill.

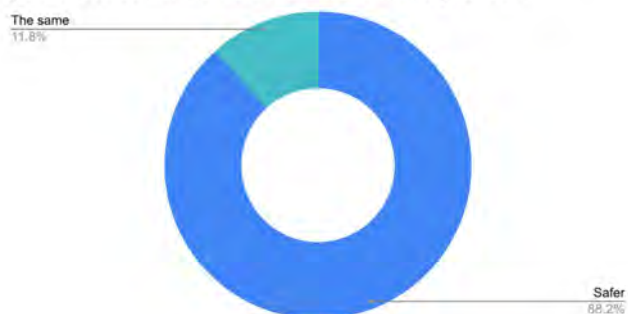
What do you think about the Throne as a public restroom option?

- Good - I'd use it again.
- Great - it's a fantastic bathroom solution.



n=17

In the past, some residents have shared that they feel unsafe in public restrooms. How did the Throne make you feel?



Northville Throne Restroom Overview

User Comments

After each user enters the Throne, they are asked to rate cleanliness (1-5) and share any additional comments. Below are some comments from users.

- LOVE this idea. Very cool and was a novel experience
- Great idea!
- This is the coolest thing ever and I'm very grateful to not have to leave my young child outside alone to squeeze into a portajohn. Every "walk around" town should have one
- You should have more of these they are great and very cool
- Great experience
- Great idea!
- So cool
- Great service!
- Loved this bathroom. So clean!
- Best bathroom ever
- The bathroom was absolutely perfect, except the toilet had some mess in it.
- Super convenient
- It was great
- Great as always thanks! Bring more to detroit
- Glad it's there.
- Love all the room
- would be great to have him to hang purse
- Smelled a little weird
- I loved having this service available! Thank you
- Best outdoor bathroom I've ever seen!!!
- Awesome bathroom!
- It's so refreshing !
- Thank you, you as well!
- I love this. Thank you.
- This bathroom need toilet paper
- Music is a little too loud
- itss smvsvyl
- Thank you for adding this to downtown Northville!
- I love you
- this is second time using in a two week period. first time it was exceptional and this time is had an odor and the toilet seat looked to have some urine staining
- Love this concept
- If you can add some snacks
- Thanks !
- i love toilet
- It was stinky
- It's nice and warm !!
- You too!
- You as well!
- Love the wallpaper!
- Awesome concept—hope it continues to see success
- Thanks! Appreciate the clean free bathroom!
- Love having this available!!! It's so nice!
- Best bathroom ever
- I love the throne



To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration to Approve Main Street Reconstruction at Town Square Professional Engineering Services

Date: November 17, 2025

Background: A conceptual design was prepared by Grissim Metz Andriese Associates (GMA), as presented to the DDA Board on July 22, 2025, that reconstructs the existing brick paver portion of Main Street adjacent to Town Square. The City and DDA would like to move forward with design and construction documents for this concept, including an elevated road cross section to create a “table top” surface across the road connecting to Town Square.

Analysis: This proposal includes engineering services and preparation of contract documents. OHM is not providing landscape Architecture services as part of this scope. Proposal has been prepared based on meeting with GMA, City and DDA on October 17, 2025. OHM has previously completed preliminary engineering for road reconstruction and a topographic survey has been completed. The DDA and City seek completion of contract documents by February 27, 2026, to award and construct project in Spring 2026.

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. DDA costs may be allocated within loan agreement with City.

Recommendation: It is recommended that the Northville DDA authorize the DDA Director to execute proposed agreement with OHM for Professional Engineering Services for Main Street Reconstruction at Town Square for a Not-to Exceed Fee of \$19,200, including contract documents.

Motion: Move to authorize DDA Director to execute agreement with OHM for Professional Engineering Services for Main Street Reconstruction at Town Square for a Not-to Exceed Fee of \$19,200, including contract documents.



November 17, 2025

Kate Knight
Executive Director
Northville DDA
215 W. Main Street
Northville, MI 48167

Re: Main Street Pavement Reconstruction at Town Square
Professional Engineering Services

Dear Ms. Knight:

Thank you for the opportunity to submit a proposal for the subject project and to continue providing professional engineering services for the City of Northville and Northville Downtown Development Authority.

PROJECT UNDERSTANDING

A conceptual design was prepared by Grissam Metz Andriese Associates (GMA), as presented to the DDA Board on July 22, 2025, that reconstructs the existing brick paver portion of Main Street adjacent to Town Square. The City and the DDA would like to move forward with design and construction documents for this concept. The concept includes elevating the road cross section to create a “tabletop” surface across the road connecting to Town Square. The road and sidewalks would be reconstructed with pavers or similar decorative surface.

This proposal includes engineering services and preparation of contract documents. OHM is not providing landscape architecture services as part of this scope. Our proposal has been prepared based on our meeting with GMA and the City on October 17, 2025, and in coordination with GMA’s separate proposal to the DDA.

OHM previously completed a preliminary engineering study for the reconstruction of Main St from Center St to Griswold St. A topographic survey of the road right-of-way in this corridor has already been completed during the preliminary engineering study.

PROJECT SCOPE

Below is a list of OHM’s assumed tasks and responsibilities.

1. Schematic Design Phase
 - a. Attend project kick-off meeting with the City/DDA and landscape architect.
 - b. Coordinate with landscape architect on schematic layout.
 - c. Provide traffic review and analysis to landscape architect.
 - d. Propose schematic drainage concept.
 - e. Attend biweekly team meetings with landscape architect.



2. Design Development Phase
 - a. Coordinate with landscape architect on final site layout.
 - b. Draft preliminary project drawings
 - i. Removal Plans
 - ii. Soil Erosion and Sedimentation Control Plans
 - iii. Storm Sewer Plan and Profiles
 - iv. Pavement Marking and Signing Plan
 - v. Traffic Control Plan
 - c. Prepare preliminary probable construction costs for above mentioned items of work and provide to GMA.
 - d. Review documents with City/DDA for comment.
 - e. Attend biweekly team meetings with GMA.

3. Contract Document Phase
 - a. Coordinate with GMA to prepare and package final contract documents.
 - b. Finalize project drawings listed above.
 - c. Prepare technical specifications.
 - d. Prepare itemized engineer's opinion of probable construction cost for the above-mentioned items of work and provide to GMA.
 - e. Review final documents with City/DDA for comment.
 - f. Attend biweekly team meetings with GMA.

ADDITIONS/EXCLUSIONS

The following services are excluded from our Scope of Services. If these services are required, they can be performed at a future negotiated fee.

- ▶ Landscape architecture services that include site layout, material selections, grading, landscape plan, irrigation, electrical and lighting, and other services identified in GMA's scope.
- ▶ Meetings outside of regular team meetings, including with the public, EDC, HDC, or other.
- ▶ A detailed investigation of the existing ROW is not included. Right-of-way acquisition services and parcel exhibit is not anticipated.
- ▶ Storm sewer video to identify the condition of the existing storm sewer system is not included. It is assumed this will be completed by City DPW.
- ▶ It is assumed based on discussions with City DPW that water main or sanitary sewer repair or replacement will not be required. Design of these utility rehab/replacements is not included currently.
- ▶ It is assumed that the geometric layout of the street will be finalized during the schematic design phase. Changes to the geometry affecting drainage design after this phase would be considered additional scope.

SCHEDULE

OHM is prepared to start the project with authorization of our proposal. Assuming authorization by November 28th, we anticipate completion of contract documents by February 27, 2026.

FEE & AUTHORIZATION

We propose to provide the above outlined professional services on an hourly basis for a Not-to-Exceed Fee of \$19,200 and billed monthly based on our Continuing Services Agreement with the City of Northville.

If the City accepts our proposal, please sign and date the proposal on the next page and return to our office at your convenience.



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

Sincerely,
OHM Advisors

George Tsakoff, PE
Principal

cc: Alex Blehm, OHM
Claire Martin, OHM

Professional Services for Main Street Improvements Authorization

Accepted By: _____

Title: _____

Date: _____



To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration to Approve Main Street Reconstruction at Town Square Professional Landscape Architectural Services

Date: November 17, 2025

Background: A conceptual design was prepared by Grissim Metz Andriese Associates (GMA), as presented to the DDA Board on July 22, 2025, that reconstructs the existing brick paver portion of Main Street adjacent to Town Square. The City and DDA would like to move forward with design and construction documents for this concept, including an elevated road cross section to create a “table top” surface across the road connecting to Town Square. Also included in the scope of work is improvement to the existing clock tower island.

Analysis: This proposal includes landscape architectural services and preparation of contract documents. Proposal has been prepared based on meeting with OHM, City and DDA on October 17, 2025. The DDA and City seek completion of contract documents by February 27, 2026, to award and construct project in Spring 2026.

Budget Impact: Funding is confirmed in the FY 2025-2026 DDA budget for proposed improvements within un-allocated reserve and fund balance. DDA costs may be allocated within loan agreement with City.

Recommendation: It is recommended that the Northville DDA authorize the DDA Director to execute proposed agreement with GMA for Professional Landscape Architectural Services for Main Street Reconstruction at Town Square for a Not-to Exceed Fee of \$31,000, including contract documents.

Motion: Move to authorize DDA Director to execute agreement with GMA for Professional Landscape Architectural Services for Main Street Reconstruction at Town Square for a Not-to Exceed Fee of \$31,000, including contract documents.



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

November 14, 2025

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

Re: Main Street Pavement Reconstruction at Town Square
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 reconstructing the existing paver area in Main Street, north of Town Square, as shown in the schematic design package presented to the DDA Board on 7/22/2025. Refer to Exhibit A for project limits. Also included in the scope of work is improvements to the existing Clock Tower Island. This proposal includes design services for Schematic Design through Construction Phase.

Our proposed scope of services is outlined as follows:

A. Schematic Design Phase

We will delineate for review and acceptance, schematic site/landscape design drawings, which includes:

1. Prepare site plan base file from the site survey and civil engineering base.
2. Provide schematic layout of new paving design for roadway, crosswalks, and pedestrian paving.
3. Provide proposed traffic calming strategies such as raising or "table-topping" the road pavement to be flush with the existing curb.
4. Provide schematic design for center Clock Tower Island including elements such as potential new curb layout, new landscaping, lighting improvements, planter curbs, and refinishing of the Clock Tower.
5. Provide schematic grading plans showing proposed spot elevations at key points, and proposed drainage concept. Coordinate grades and drainage with civil engineer.
6. Coordinate proposed utility improvements, storm drainage, and traffic signage and regulations.
7. Attend meeting(s) to review the site plan design and associated site, utility, and landscape design requirements for the site

Novemebr 14, 2025

Ms. Kate Knight

Northville DDA

Page 2

8. Revise site plan base file based on input from the owner and coordinate with the civil engineer.
9. Prepare a rendered Site Plan package with precedent images for presentation purposes (assume one revision).
10. Attend team meetings for coordination of work.

B. Design Development

Accepted schematic design plans will be further refined and detailed and will include the following:

1. Finalize site base file and coordinate with the civil engineer and design team.
2. Prepare Design Development level plans to be used for pricing purposes. List of projected drawings are:
 - a. Site Layout and Paving Plan
 - b. Grading and Drainage Plan
 - c. Landscape Plan (with limits of irrigation)
 - d. Electrical/ Lighting Plan
3. Prepare any necessary site details and cross sections for pricing.
4. Coordinate with civil engineer for project drawings:
 - a. Removal Plans
 - b. Soil and Erosion Control Plan
 - c. Utility Plan
 - d. Storm Sewer Plan
 - e. Pavement Marking and Signing
 - f. Construction Details
5. Prepare material samples of pedestrian/ vehicular paving for review and approval.
6. Attend meetings with the design team (local and/or conference call).
7. Make adjustments to the design development plans per owner direction and coordinate with civil engineer.
8. Prepare Rough Order of Magnitude Cost Estimate. Coordinate with civil engineer for their cost to compile in one overall budget estimate.
9. Prepare a rendered site/landscape plan for presentation purposes (assume one revision).

Novemebr 14, 2025
Ms. Kate Knight
Northville DDA
Page 3

10. Attendance at any Planning Commission, City Council, or Historical District Commission meetings are not included in this scope of work and are included in Section (D) Meetings.

C. Construction Documents Phase

Based on the approved Design Development we will prepare detailed working drawings and specifications as required to convert design development drawings into construction bid documents.

The construction documents will include the following:

1. Preparation of construction drawings for landscape, pedestrian and vehicular paving, grading, drainage, lighting and electrical, and irrigation. The drawings will include the specific layout, material requirements, details and all necessary technical information for the proper installation of the design.
2. Coordinate with civil engineer for the preparation of their plans for proposed removals, utility, storm sewer, and traffic signing.
3. Preparation of complete technical specifications for competitive bidding and construction.
4. Review of final documents with the City/ DDA and design team for review and coordination.
5. Attend project team meetings (local and/or conference call).

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 services outlined above is a lump sum of \$31,000.
2. Our total fee will be invoiced at the following percentages:

Schematic Design Phase.....	30%
Design Development	30%
Construction Documents Phase.....	40%

Novemebr 14, 2025
Ms. Kate Knight
Northville DDA
Page 4

3. Our fee for the services outlined in section D above would be invoiced hourly per the attached rate schedule.
4. Bidding and Construction Phase services are not included in proposal and will be submitted upon request after the Construction Documents are completed.

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.

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/kn

Encl.

Approved and Accepted:

By: _____

Title: _____

Date: _____



Novemebr 14, 2025
Ms. Kate Knight
Northville DDA
Page 5

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, 2026

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.



PROJECT LIMITS

CLOCK TOWER ISLAND

PROJECT LIMITS

Main Street Pavement Reconstruction at Town Square
Exhibit A
2025.11.17



To: DDA Board

From: Kate Knight, DDA Executive Director

Subject: Michigan Main Street Program Survey and Self-Assessment

Date: November 18, 2025

Background: Michigan Main Street has developed a robust number of resources, training opportunities, and curriculum of technical assistance services. Main Street America Approach is an energizing strategy and preservation key for continued success in downtown.

Examples of Technical Assistance as a Select Level Community:

- Reinvestment stats and how it helps community
- Market Data/ Demographics
- Retail, surplus data sets
- Leakage – where people have to leave to get services outside of downtown
- Impact Measurement and KPI (Key Performance Indicator) metric goals
- Development of “transformation strategy”
- Four pillars – Economic Vitality, Design, Organization, & Promotion
- Requirement of 80% of Board Participation / Council – modules for in meeting completion (or outside of meeting)
- It would take Northville approximately 6-9 months to qualify for Select Level

At their October 28, 2025 regular meeting, the DDA Board moved unanimously to support initiating self-assessment and next steps to becoming an Engaged Level Community. This packet includes guidelines and survey for orientation and strategic planning.

Analysis: Main Street is a community development framework familiar to DDA staff. Workload commitment will be borne within existing DDA committee structure. Main Street Board is typically the DDA Board. DDA Board members/directors will dedicate time to existing committees. The Main Street framework encourages development and management of community volunteers. Engaging in program application now could mean competitive application considered into the MMS program in first half of 2026.

Budget Impact: None

Motion: None Required

BUSINESS

Successful businesses are vital to a thriving district.

BUSINESS KEY FOCUS AREAS

Business Retention Strategies | Business Recruitment Strategies | Business Plan Competitions
Incentive Strategies | Rightsized Retail | Expansion Exploration | Retail Market Data
Succession Planning | New Business Start Up Package

business solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. Business development efforts and the broader scope of district revitalization initiatives are focused on a targeted geographic area that is clearly defined and mapped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. A building and business inventory of the district has been completed for all properties and businesses within the district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. A map identifying and analyzing the district's business and activity mix on first and upper floors is in place and updated regularly or as changes warrant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The organization has programming and resources in place to actively assist small businesses and entrepreneurs in the district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The organization maintains current market information and a list of targeted business expansion and recruitment opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Business development and recruitment collateral materials are in place and updated regularly or as needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The organization hosts regular business owner meetings and/or communicates regularly with business owners to determine needs or challenges, and share successes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

BUSINESS TOTAL SCORE

SCORING SCALE

0—1 Starting: Doesn't exist or we're just getting started (in the early discussion, research or planning stages) — or — underperforming and in need of a re-boot.

2—3 Evolving: Getting ready to launch or already in place, operating or programmed — but with opportunities for growth or enhancement.

4—5 Excelling: Actively and consistently demonstrated or mastered with a high degree of proficiency and quality— commonly viewed among our greatest strengths.

Scan the QR code here to go directly to the resource library and download the tools you need to keep your revitalization efforts moving forward!



Investment in property development and building rehabilitation is the key to growing

REAL ESTATE KEY FOCUS AREAS

Building Inventory | Available Property Listings | Property Owner Brainstorms | Vacancy Treatments | Building Rehabilitation | Property Redevelopment | Upper Floor Renovations

real estate solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. A building inventory identifying occupancy status and uses located in each building's ground and upper levels is complete and kept up to date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Organization leaders are familiar with existing plans, market studies, zoning ordinances, and other district planning and development-related documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Real estate-related projects and programming are aligned with, support and/or leverage existing plans, market studies, land use strategies, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The organization actively assists and provides resources to promote and support real estate development activity in the district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The organization has programming and resources in place to actively assist property owners and to encourage development, building rehabilitation and/or facade improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The organization is well-versed in local development processes and has a strong rapport with development partners and officials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
REAL ESTATE TOTAL SCORE						

SCORING SCALE

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EVENTS

A well designed event strategy creates vibrancy, builds brand equity, and proves market viability.

EVENTS KEY FOCUS AREAS

Small, Reoccurring Habit Forming Events | Extended Hours Events
Streamlined Festivals | Micro-celebrations

event solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. The organization produces, provides assistance and/or supports events that build brand equity for the district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The organization's annual events calendar includes a mix of special events, retail events, and image-building events with specific goals identified	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. An organized approach or program is in place and working effectively to procure and manage event sponsorships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The organization regularly (e.g. post-event or annually) completes an evaluation of events, including a cost-benefit analysis, and acts accordingly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EVENT TOTAL SCORE						

SCORING SCALE

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MSSC

Telling your story and building your brand is essential to district success

MARKETING KEY FOCUS AREAS

Storytelling | Social Media Spotlights | Faces of Places Spotlight | Image Building | Promotion and Advertising Strategies

marketing solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. The organization orchestrates, provides assistance and/or supports place-based marketing programs and activities consistent with the district's brand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The organization effectively uses social media, advertising, materials, and/or other medium to tell a story, reach targeted audiences, and highlight district assets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. A quality branding system for the district is in place and being implemented effectively across all medium to build brand equity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The organization has developed a communication plan outlining regular communication efforts with key stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MARKETING TOTAL SCORE						

SCORING SCALE

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Our buildings are our character. They make us who we are. We must restore and protect our authenticity and uniqueness.

PRESERVATION KEY FOCUS AREAS

Façade and Building Improvement Grants | Community Master Plans and Ordinances
 Component Grants | Roof and Building Stabilization | Historic Preservation Standards
 Property Owner Education | Historic Designation

preservation solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. The organization has programming and resources in place to actively encourage appropriate building rehabilitation and façade improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The organization has strong relationships with local and/or state historic preservation partners and works actively to promote the benefits of preservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PRESERVATION TOTAL SCORE						

SCORING SCALE

0—1 Starting: Doesn't exist or we're just getting started (in the early discussion, research or planning stages) — or — underperforming and in need of a re-boot.

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PLACE

Placemaking binds people to place. That connection drives investment.

PLACE KEY FOCUS AREAS

Parklets | Banners | Wayfinding Systems | Streetscapes | Parking Systems & Awareness | Public Art

place solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. The organization provides support and assistance for ongoing district cleanliness, maintenance and beautification efforts and projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The organization provides support and assistance for public spaces, public art, or other district placemaking efforts, enhancements and projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Placemaking projects and activities are coordinated with local government, property and business owners, and other partners to maximize resources and results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PLACE TOTAL SCORE						

SCORING SCALE

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MSSC

CAPACITY

A strong, sustainable organization is one that understands and communicates its value to the community.

CAPACITY KEY FOCUS AREAS

Single-ask sponsorship Campaigns | Investor Relations | Proactive Communication | Diversifying Revenue | Building Volunteer Support | Spotighting Volunteers

capacity solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. The organization effectively engages and mobilizes volunteers to implement select projects and programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The organization has specific protocols, tools, and/or programs in place - and makes an intentional effort - to cultivate a strong volunteer base	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Effective efforts or programs are in place to engage district business owners, property owners and residents and to nurture their buy-in and support of the organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Effective efforts or programs are in place to engage other community organizations and partners, to develop and maintain their buy-in and support of the organization, and to collaborate in pursuit of shared interests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Effective efforts or programs are in place to engage and communicate with local government leaders, and to maintain their buy-in and support of the organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The organization is effective at identifying organizational capacity needs and in pursuing and leveraging resources and support, when and where needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. A budget and budgeting processes to support the organization and its programs and projects are in place and effectively administered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Line items in the organization's budget align with and support implementation of the organization's strategic plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The organization has a plan in place and is working effectively to increase and diversify funding through fundraising, annual sponsorships, events, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CAPACITY TOTAL SCORE						

PEOPLE

Grassroots economic development is people-driven.

PEOPLE KEY FOCUS AREAS

Mobilizing Leaders and Volunteers | Single-serving Missions | Strategy Driven Focus | Respecting Human Capital
 Celebrating Investments of Time | Measuring Impact | Telling Our Story

people solution scorecard

PERFORMANCE MEASURE	STARTING		EVOLVING		EXCELLING	
	0	1	2	3	4	5
1. An organizational chart and clear management structure governing the organization's operations are in place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The composition of the organization's governing board or leadership team is diverse and representative of the district's stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The organization's day-to-day operations are effectively managed by professional, paid staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Roles and responsibilities of the organization are well-defined, differentiated, and complementary to the work of other local organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The organization has, and works effectively to foster, a vision and goals for the district that are supported by a consensus of key stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The organization has a strategic plan and/or develops and implements projects and programs to support the vision and goals for the district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The organization annually plans projects and programs and uses a work plan to track progress and measure impacts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PEOPLE TOTAL SCORE						

SCORING SCALE

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DOWNTOWN AND DISTRICT MANAGEMENT SCORECARD

Record your score for each of the eight categories to see what areas your organization is strong in, and the areas that you might need to dig a little deeper into.

Business	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳	㉑	㉒	㉓	㉔	㉕	㉖	㉗	㉘	㉙	㉚	㉛	㉜	㉝
Real Estate	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳	㉑	㉒	㉓	㉔	㉕	㉖	㉗	㉘	㉙	㉚			
Events	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳													
Marketing	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳													
Preservation	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩																							
Place	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮																		
Capacity	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳	㉑	㉒	㉓	㉔	㉕	㉖	㉗	㉘	㉙	㉚	㉛	㉜	㉝
People	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳	㉑	㉒	㉓	㉔	㉕	㉖	㉗	㉘	㉙	㉚	㉛	㉜	㉝

A. Based on your scorecard results, which of the eight core areas represent the organization's greatest strengths? (select up to three)

B. Which of the eight core areas represent areas of greatest need or challenges facing the organization? (select up to three)

C. List or briefly describe five specific actions, projects, or areas of focus representing some of the best opportunities for growth or improvements for your organization and/or the downtown or district?

- 1.
- 2.
- 3.
- 4.
- 5.

Applying the Results EVALUATION AND STRATEGIC PLANNING

- Distribute a copy of the scorecard (and this summary evaluation worksheet) to each of your downtown or district management organization's board or leadership team members, including staff members.
- Set and communicate a deadline for completing and returning the scorecard.
- Compile completed scorecard results, paying special attention to areas of agreement and alignment, and areas of divergence.
- Facilitate a strategic planning session or retreat to review and discuss the compiled results. Discussion might revolve around questions and topics like:
 - What surprised you or stood out?
 - Which core areas or performance measures deserve more dialog or further exploration?
 - Looking deeper, what might be driving the results? (e.g. challenges, issues, timing, external forces, leadership, resources, etc.)
 - Who else—individuals and/or organizations—should be approached for perspective, clarification, or help?
- Build consensus around directions, priorities, actions, and/or next steps. For example:
 - To get started, refer to the list of "Best Opportunities for Growth or Improvements" compiled from this worksheet.
 - Invite each member to offer their own top three (these may come directly from the compiled list or may be new based on discussions and ideas shared at the session).
 - Create the list on chart paper and provide each member a chance to vote on their top 3 from the newly compiled list (the "dot" method works well for this purpose).
 - Tally the votes to identify areas and items of priority consensus. Choose three to five the organization will emphasize as organization development priorities over the next year.
 - Match priorities to Michigan Main Street Solution Center tools and resources for help getting started, elevating your efforts, and staying on track.
- Repeat the process annually to measure progress and re-assess organization development priorities.