



**Meeting of the DDA Board of Directors
City Council Chambers
May 17, 2022 - 8:00 a.m.**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. April 2022 Financial Statement (Attachment 4.a)
 - b. April 2022 Invoice Report (Attachment 4.b)
 - c. April 19, 2022 Meeting Minutes (Attachment 4.c)
 - d. April EV Charging Usage (Attachment 4.d)
5. Downtown Street Closure Discussion
 - a. Survey Report (Attachment 5.a)
 - b. Survey Results (Attachment 5.b)
 - c. Discussion Matrix (Attachment 5.c)
 - d. Next Steps
6. Northville Downs Project
 - a. Mobility Team Request (Attachment 6.a)
 - b. DDA Legal Counsel (Attachment 6.b)
 - c. DDA Citizen's Advisory Council (Attachment 6.c)
 - d. Set Special Meeting Date to discuss Northville Downs Project
7. Committee Information and Updates
 - a. Design Committee – DJ Boyd
 - b. Marketing Committee – Shawn Riley (Attachment 7.b)
 - c. Parking Committee – No Report
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – Aaron Cozart
 - f. Sustainability Committee – Dave Gutman
8. Future Meetings / Important Dates
 - a. Sustainability Committee Meeting – May 23, 2022
 - b. Economic Development Committee - TBD
 - c. Marketing Committee Meeting – June 2, 2022
 - d. Executive Committee Meeting – June 8, 2022
 - e. Design Committee Meeting – June 13, 2022
 - f. DDA Board Meeting – June 21, 2022
 - g. Parking Committee – TBD
9. Board and Staff Communications
10. Adjournment – **Next Meeting TBD**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 83.29

APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 04/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	769,414.00	767,750.00	767,750.46	0.00	(0.46)	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(500.00)	5,000.00	6,254.07	0.00	(1,254.07)	125.08	
248-000-451.000	DDA OPERATING LEVY	64,025.00	63,393.00	63,392.55	0.00	0.45	100.00	
	PROPERTY TAXES	832,939.00	836,143.00	837,397.08	0.00	(1,254.08)	100.15	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	0.00	180.00	180.00	0.00	0.00	100.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	0.00	15,000.00	10,792.13	2,978.00	4,207.87	71.95	
	LICENSES, FEES, & PERMITS	0.00	15,180.00	10,972.13	2,978.00	4,207.87	72.28	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	34,000.00	39,868.00	39,868.04	0.00	(0.04)	100.00	
	STATE REVENUES	34,000.00	39,868.00	39,868.04	0.00	(0.04)	100.00	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	1,430.00	995.87	948.24	434.13	69.64	
	MISCELLANEOUS REVENUES	200.00	1,430.00	995.87	948.24	434.13	69.64	
INTEREST								
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	75.00	30.00	72.80	30.00	(42.80)	242.67	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	8,000.00	6,650.00	4,987.43	0.00	1,662.57	75.00	
248-000-665.400	INVESTMENT POOL BANK FEES	0.00	(100.00)	(37.62)	0.00	(62.38)	37.62	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(600.00)	(750.00)	(548.12)	(59.85)	(201.88)	73.08	
248-000-665.600	BANK LOCKBOX FEES	0.00	(200.00)	(126.50)	(15.61)	(73.50)	63.25	
248-000-665.700	CUSTODIAL FEES	(125.00)	(140.00)	(105.55)	0.00	(34.45)	75.39	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(18,000.00)	(18,397.12)	0.00	397.12	102.21	
	INTEREST	7,350.00	(12,510.00)	(14,154.68)	(45.46)	1,644.68	113.15	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	0.00	1,160.00	1,160.00	0.00	0.00	100.00	
	RENTAL INCOME	0.00	1,160.00	1,160.00	0.00	0.00	100.00	
GRANTS & OTHER LOCAL SOURCES								
248-000-674.020	SPONSORSHIPS - HEAT IN THE STREET	3,000.00	650.00	625.00	0.00	25.00	96.15	
248-000-677.000	SPONSORSHIPS	30,000.00	31,000.00	35,195.10	4,000.00	(4,195.10)	113.53	
	GRANTS & OTHER LOCAL SOURCES	33,000.00	31,650.00	35,820.10	4,000.00	(4,170.10)	113.18	
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	0.00	22,688.00	0.00	0.00	22,688.00	0.00	
	FUND BALANCE RESERVE	0.00	22,688.00	0.00	0.00	22,688.00	0.00	
Total Dept 000		907,489.00	935,609.00	912,058.54	7,880.78	23,550.46	97.48	
TOTAL REVENUES		907,489.00	935,609.00	912,058.54	7,880.78	23,550.46	97.48	

PERIOD ENDING 04/30/2022
% Fiscal Year Completed: 83.29
APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 04/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	13,740.00	11,500.00	7,136.60	634.92	4,363.40		62.06
248-573-707.000	WAGES - REGULAR OVERTIME	1,185.00	500.00	116.68	18.62	383.32		23.34
248-573-725.000	FRINGE BENEFITS	14,595.00	11,000.00	5,893.09	686.23	5,106.91		53.57
248-573-801.020	AUTOMOTIVE SERVICE	500.00	525.00	382.56	0.00	142.44		72.87
248-573-943.000	EQUIPMENT RENTAL - CITY	10,215.00	11,115.00	9,574.60	5,792.04	1,540.40		86.14
Total Dept 573 - DPW SERVICES		40,235.00	34,640.00	23,103.53	7,131.81	11,536.47		66.70
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,635.00	14,544.40	1,921.46	3,090.60		82.47
248-741-707.000	WAGES - REGULAR OVERTIME	0.00	90.00	90.00	0.00	0.00		100.00
248-741-709.000	WAGES - PART TIME	55,960.00	61,850.00	36,525.56	3,213.73	25,324.44		59.06
248-741-725.000	FRINGE BENEFITS	11,525.00	12,880.00	9,273.62	1,076.04	3,606.38		72.00
248-741-726.000	SUPPLIES	575.00	500.00	0.00	0.00	500.00		0.00
248-741-775.200	DOWNTOWN MATERIALS	20,400.00	23,345.00	22,239.21	604.69	1,105.79		95.26
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	0.00	1,800.00	601.76	0.00	1,198.24		33.43
248-741-775.900	FUEL & OIL	400.00	750.00	499.92	10.93	250.08		66.66
248-741-801.000	CONTRACTUAL SERVICES	25,930.00	30,690.00	17,548.47	412.00	13,141.53		57.18
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,601.50	185.00	1,398.50		65.04
248-741-920.010	ELECTRIC POWER	5,390.00	4,390.00	3,550.69	89.52	839.31		80.88
248-741-920.020	NATURAL GAS	8,250.00	8,250.00	18,237.93	2,961.86	(9,987.93)		221.07
248-741-920.030	WATER & SEWER SERVICE	8,860.00	8,860.00	2,051.21	0.00	6,808.79		23.15
248-741-938.120	LANDSCAPE MAINTENANCE	32,310.00	32,310.00	14,096.39	0.00	18,213.61		43.63
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	0.00		0.00
248-741-955.210	SIGNAGE & MARKERS PROJECT	0.00	12,000.00	0.00	0.00	12,000.00		0.00
248-741-962.500	VEHICLE INSURANCE	400.00	406.00	406.00	0.00	0.00		100.00
248-741-976.010	STREET FURNISHINGS	10,700.00	23,000.00	1,380.00	1,380.00	21,620.00		6.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	3,060.00	0.00	0.00	3,060.00		0.00
Total Dept 741 - DESIGN COMMITTEE		204,290.00	245,816.00	143,646.66	11,855.23	102,169.34		58.44
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,635.00	14,544.39	1,921.43	3,090.61		82.47
248-742-709.000	WAGES - PART TIME	14,595.00	14,595.00	12,809.30	1,853.64	1,785.70		87.76
248-742-725.000	FRINGE BENEFITS	8,125.00	8,130.00	6,839.28	916.78	1,290.72		84.12
248-742-726.000	SUPPLIES	100.00	0.00	0.00	0.00	0.00		0.00
248-742-801.000	CONTRACTUAL SERVICES	60,000.00	55,365.00	35,248.00	2,000.00	20,117.00		63.66
248-742-801.340	WEB SITE MAINTENANCE	900.00	1,355.00	748.92	0.00	606.08		55.27
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,000.00	44,300.00	39,092.16	0.00	5,207.84		88.24
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	2,750.00	0.00	0.00	2,750.00		0.00
Total Dept 742 - MARKETING COMMITTEE		152,060.00	144,130.00	109,282.05	6,691.85	34,847.95		75.82
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	8,795.00	8,820.00	7,272.40	960.72	1,547.60		82.45
248-743-709.000	WAGES - PART TIME	1,460.00	1,460.00	1,281.00	185.36	179.00		87.74
248-743-725.000	FRINGE BENEFITS	3,610.00	3,615.00	3,024.23	401.14	590.77		83.66
248-743-726.000	SUPPLIES	50.00	0.00	23.29	23.29	(23.29)		100.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	50,000.00	12,500.00	0.00		100.00
248-743-995.230	O/T TO PARKING FUND	120,900.00	120,900.00	95,900.00	23,975.00	25,000.00		79.32

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		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2022 (ABNORM)	MONTH 04/30/2022 INCR (DECR)	BALANCE (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Total Dept 743 - PARKING COMMITTEE		184,815.00	184,795.00	157,500.92	38,045.51	27,294.08	85.23
Dept 744 - ORGANIZATIONAL COMMITTEE							
248-744-706.000	WAGES - REGULAR FULL TIME	21,990.00	22,045.00	18,180.85	2,401.87	3,864.15	82.47
248-744-709.000	WAGES - PART TIME	28,100.00	28,100.00	20,254.61	2,951.78	7,845.39	72.08
248-744-725.000	FRINGE BENEFITS	9,305.00	9,315.00	9,023.94	1,209.67	291.06	96.88
248-744-726.000	SUPPLIES	850.00	2,850.00	2,188.47	72.04	661.53	76.79
248-744-730.000	POSTAGE	100.00	50.00	0.00	0.00	50.00	0.00
248-744-731.000	PUBLICATIONS	65.00	65.00	(3.00)	0.00	68.00	(4.62)
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	4,435.00	5,315.00	4,573.51	91.90	741.49	86.05
248-744-802.010	LEGAL SERVICES - GENERAL	3,500.00	5,500.00	5,710.50	245.00	(210.50)	103.83
248-744-805.000	AUDITING SERVICES	5,105.00	5,105.00	5,104.00	0.00	1.00	99.98
248-744-900.000	PRINTING & PUBLISHING	1,315.00	1,315.00	587.18	0.00	727.82	44.65
248-744-920.000	UTILITIES	1,420.00	1,300.00	1,079.70	107.97	220.30	83.05
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	1,395.00	0.00	0.00	100.00
248-744-960.000	EDUCATION & TRAINING	850.00	350.00	139.99	0.00	210.01	40.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	6,280.00	6,338.00	5,218.82	0.00	1,119.18	82.34
248-744-965.000	OVERHEAD - ADMIN & RECORDS	12,960.00	12,960.00	12,960.00	3,240.00	0.00	100.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		97,670.00	102,003.00	86,413.57	10,320.23	15,589.43	84.72
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE							
248-745-706.000	WAGES - REGULAR FULL TIME	21,990.00	22,045.00	18,179.96	2,401.72	3,865.04	82.47
248-745-709.000	WAGES - PART TIME	2,920.00	2,920.00	2,561.81	370.71	358.19	87.73
248-745-725.000	FRINGE BENEFITS	8,970.00	8,975.00	7,510.71	995.64	1,464.29	83.68
248-745-726.000	SUPPLIES	150.00	100.00	0.00	0.00	100.00	0.00
248-745-803.200	PLANNING & DESIGN STUDIES	0.00	15,000.00	10,000.00	0.00	5,000.00	66.67
248-745-955.190	BUSINESS RETENTION PROGRAM	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		34,530.00	49,540.00	38,252.48	3,768.07	11,287.52	77.22
Dept 906 - DEBT SERVICE							
248-906-995.303	O/T TO DEBT SERVICE FUND	174,685.00	174,685.00	174,685.00	164,842.50	0.00	100.00
Total Dept 906 - DEBT SERVICE		174,685.00	174,685.00	174,685.00	164,842.50	0.00	100.00
Dept 999 - RESERVE ACCOUNTS							
248-999-999.000	UNALLOCATED RESERVE	19,204.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		19,204.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		907,489.00	935,609.00	732,884.21	242,655.20	202,724.79	78.33
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		907,489.00	935,609.00	912,058.54	7,880.78	23,550.46	97.48
TOTAL EXPENDITURES		907,489.00	935,609.00	732,884.21	242,655.20	202,724.79	78.33
NET OF REVENUES & EXPENDITURES		0.00	0.00	179,174.33	(234,774.42)	(179,174.33)	100.00

05/12/2022 03:37 PM

User: Lward

DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 04/01/2022 - 04/30/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Attachment 4.b

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 741 DESIGN COMMITTEE							
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322532048778	41322	05/04/22	541.09	118015
248-741-775.200	DOWNTOWN MATERIALS	A-CRAFT ENGRAVING	CHLORINE FOR FOUNTAIN	043022	05/04/22	63.60	118024
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	040822	04/06/22	299.00	500474
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION PROVIDENCE H	NEW HIRE PHYSICAL	465384	04/20/22	113.00	117950
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY PORTA POTTY RENTAL - MARCH	15153	04/06/22	185.00	117846
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 3/17/22 - 4/14/22	3/17/22 - 4/14/22	05/04/22	89.52	118006
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 3/3/22 - 4/4/22	040122	04/20/22	2,961.86	500476
248-741-976.010	STREET FURNISHINGS	UPPER LEVEL GRAPHICS	SPRING BANNERS FOR LIGHT POLES	22837	04/06/22	1,380.00	117817
Total For Dept 741 DESIGN COMMITTEE						5,633.07	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER FOR MAY	5-2022	04/20/22	2,000.00	117918
Total For Dept 742 MARKETING COMMITTEE						2,000.00	
Dept 743 PARKING COMMITTEE							
248-743-726.000	SUPPLIES	LORI WARD	STORAGE ROOM KEYS - REIMBURSE	2XLICA	04/20/22	23.29	117946
Total For Dept 743 PARKING COMMITTEE						23.29	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-726.000	SUPPLIES	OFFICE DEPOT	28571763 COFFEE SUPPLIES	230057365001	04/06/22	59.57	117812
248-744-726.000	SUPPLIES	OFFICE DEPOT	28571763 FILE, KLEENEX, COFFEE LIDS	234855863001	04/06/22	12.47	117812
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE WIFI	050722	04/20/22	91.90	117935
248-744-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL FEB 22 (32.2)	10838296	04/06/22	52.50	117834
248-744-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL JAN 2022 (19.1)	10834874	04/06/22	192.50	117834
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	040822	04/06/22	32.97	500474
Total For Dept 744 ORGANIZATIONAL COMMITTEE						441.91	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						8,098.27	

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
April 19, 2022

The March meeting of the DDA Board was called to order at 8:02 am.

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Mike Jaafar, Jim Long, Ryan McKindles, Greg Presley, Shawn Riley*

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

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Pat Sullivan/City Manager, Alan Maciag/City of Northville Police Chief, Dave Gutman/Resident, Fred Sheill/Resident, Marilyn Price/City Council, Barbara Morowski-Browne/City Council*

AUDIENCE COMMENTS

None.

APPROVAL OF AGENDA AND CONSENT AGENDA

Presley said in reference to the March 29, 2022 minutes, he did not recall stating that the Foundry Flask and Downs development hired business recruiters. Long asked what O/T meant and also that it is inaccurate that Foundry Flask hired a recruiter. Ward said that O/T is an abbreviation for Operating Transfer. Johnson said the DDA office will review the recordings for clarification. **Motion by Turnbull, seconded by Buckhave, to approve the agenda and consent agenda. Motion carries.**

SERVICE SUPPORT AGREEMENT FOR SURVEILLANCE SYSTEM

Ward said back in August the DDA partnered with the police department to upgrade and replace some surveillance equipment. At that time, the DDA Board approved a not-to-exceed budget of \$4,080. The DDA contribution came in under budget at \$3,096. Maciag said the city portion has now been completed and equipment has been ordered for the downtown area. Chief Maciag approached the DDA to participate in a service support agreement. There is a total of 14 cameras with 8 being in the DDA. The monthly service cost breakdown per camera totals \$138 charged to the police department and \$78.16 charged to the DDA. Maciag added that this is strictly a software agreement for updates and maintenance of the surveillance system.

Long asked where the cameras are located within the downtown. Maciag said the cameras are located at the following: one in front of Comerica Bank, two in the

Comerica Connections walkthrough and one facing the parking lot. There are also two mounted to the parking structure at Mary Alexander Court and two in the stairwell in the same structure. Maciag added that the camera in front of Comerica Bank is slated to be replaced with a newer camera just east of the current one to better monitor the Town Square area. Prescott inquired if there are any cameras to survey Old Village and does the City feel like there is enough visibility at the school. Maciag said the camera in that area is actually attached to the fire station and there is not one directly capturing the school. Turnbull asked if the school has other camera locations; Prescott said the school has several cameras but would need to check specific locations. Prescott added that she will follow up with the school board regarding the cameras, and would also like to request to partner with the City/Police Department to integrate additional cameras in the Old Village area.

Boyd asked about privacy and what is done with surveillance recordings, such as where it is stored, who has access and how long footage is retained. Maciag said that the recordings are available to the police department, personnel director and the clerk. The server is located in City Hall, not on a virtual cloud. The video is not monitored continuously but used when needed. There is a 15-day save period for the surveillance videos. Some examples of times the video has been reviewed are kids in the fountain, larceny and car accidents.

Motion by Boyd, seconded by Long, to allocate funds to get camera system installed and running. Motion carries.

DOWNTOWN STREET CLOSURE UPDATE

Ward said in conjunction with planner Carlisle Wortman, the Street Closure Survey was prepared and the DDA began distribution on Monday, April 11. The survey is open for 3 weeks and is scheduled to close on May 2. It was distributed via Mailchimp to newsletter subscribers, committees, downtown business owners and building owners and City Council. It was also distributed via social media and sent to the Chamber, Art House and others, to distribute to their membership. It was also added to the Downtown Northville website as a pop up. Downtown tenants/residents received a paper notice of the survey in the mail. So far there have been 1,620 responses. Ward met with Riley to discuss next steps, and a possibility of hosting either a special Town Hall on May 9 or a special DDA Board meeting to discuss survey results and additional feedback before providing a recommendation to City Council. If the decision is to keep streets closed for a portion or all of the time period, the DDA is also recommending a firm be hired to work with staff and downtown business/restaurant owners to design and beautify the closed area. Right now, the results are about 70% in favor of continued closures and 30% in favor of reopening.

Buckhave asked how many times a person can take the survey. Ward said that Carlisle Wortman confirmed that there is a ballot stuffing report that is reviewed weekly; so far there have been only 3 responses linked to the same IP address and after reviewing the replies, the responses were varied and do not seem to indicate a repetitive response. Boyd asked if Northville Township and City of Northville responses were weighted differently for the results. Ward said that the replies are sorted by Township and City but

are not weighted differently. Ward also noted that the survey isn't designed to be an end-all to reopen or keep the streets closed, but is an additional tool to use in the decision-making process for next steps.

Turnbull said that Main Street has a potential to at the very minimum remain closed at least seasonally. Buckhave asked how residents without a computer are able to complete the survey. Ward said that when residents have reached out to express an opinion, those responses have also been recorded. Sullivan said that a value of hosting a Town Hall is the added input of the community and providing a sounding board before making a recommendation. Prescott said she does not like to see downtown so lonely and empty during the week. Long added that when the streets are open, traffic can visually see what is downtown while driving through. Johnson said that she received feedback from an establishment on Center Street, who is in favor of reopening Center St. in the winter months.

Jaafar said he would love to have Center Street opened now, Main Street closed seasonally, and the social district expanded to include establishments such as The Garage, Sports Den and Lava Grille. Jaafar added that the extended closure on Center Street is difficult for law enforcement. Maciag agreed that with the street reopened, traffic flow would improve greatly without having the detours to go around. Turnbull said that the social district could continue even if the streets are reopened.

Johnson asked if there is a penalty if Center Street stays closed long-term. Sullivan said that if the streets remain closed after this year, the City will not receive the state gas tax money, which MDOT calculates on a per foot basis. Ward said that in general, long term street closures have not been successful, and it is important for the DDA to figure out next steps to make this successful long-term. Prescott added that she is concerned that if the consensus is to keep the streets closed, when will it be determined if businesses are struggling. Reviewing this continually is important so action can be taken to help struggling businesses before the town dies.

Motion by McKindles, seconded by Boyd, to host a joint Town Hall Meeting on Monday, May 9 at 7:00 pm to get feedback on the street closures from the community. Motion carries.

COMMITTEE INFORMATION AND UPDATES

a. Design Committee:

Boyd said the DDA is going to be performing maintenance on the planters downtown. There is continued positive feedback on EV Charging Stations. The decorative lights project is still in progress.

b. Marketing Committee:

Riley said the Marketing Committee continues to meet and work together to plan events. Johnson added that the concert series is booked and will include a Fourth Friday large band for the months of June, July and August. So far \$22,000

has been raised of a \$24,000 - \$25,000 budget. NHS Jazz Band will be the kick off performance this year on Friday of Memorial Day weekend.

c. *Parking Committee:*

No report. Buckhave asked if there can be enforcement in parking lots. There is a car that has been parking in a 3-hour spot and doesn't move all day. She has received complaints daily about a lack of parking. Maciag said it is a challenge to enforce timed parking. The City is looking at a parking program replacement and has reached out to Plymouth Police Department. Plymouth uses a digital chalking program that takes a picture of the tire and the police department would be able to write tickets using the program. In the meantime, Maciag encourages people to contact the police department when there is an issue.

d. *Organizational Committee:*

Boyd highlighted sourcing of the DDA funds, which includes tax capture from various taxing jurisdictions including City of Northville, Wayne County, Wayne County Parks, Schoolcraft College, Huron Clinton Metropolitan Authority, Northville District Library and Wayne Public Safety.

e. *Economic Development Committee:*

No report.

f. *Sustainability Committee:*

Ward said that the City of Northville has been silver certified as part of the Michigan Green Communities challenge. This group measures progress toward sustainability.

BOARD AND STAFF COMMUNICATIONS

None.

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

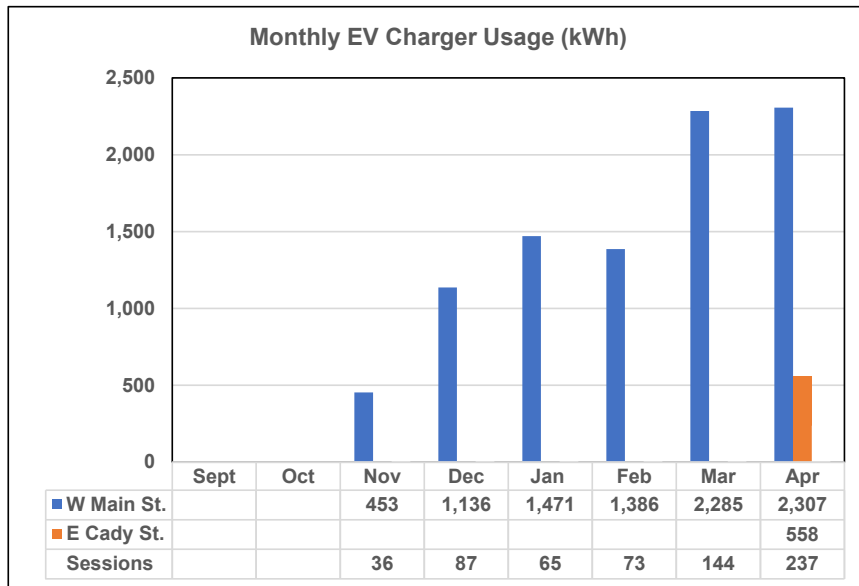
Meeting adjourned at 9:15 am.

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

Northville, Michigan

W Main St. & E Cady St. Parking Deck

SITE USAGE



TRAFFIC DATA

<u>Avg. kWh per Day</u>	<u>Avg. Visits per Day</u>
95.5	7.9
<u>Gas Saved (gal)^{1 2}</u>	<u>CO2 Eliminated (lbs)³</u>
417.3	8,178.9

Assumptions:

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



City of Northville

DDA Street Closure Survey

Survey Results and Analysis

Final Report

May 6, 2022

Survey Period: April 11 – May 2, 2022
Data download on May 3, 2022

Survey Background

To help businesses and restaurants in Downtown Northville operate safely during the pandemic, the City of Northville and the Northville DDA closed portions of East Main Street and North Center Street to allow outdoor seating and retail merchandising and sales. The Special Event license that facilitates the street closures is scheduled to expire on November 1, 2022.

In 2021, the City/DDA obtained a Social District License that allows restaurants with a special social district permit to sell alcohol in designated cups that can be ordered to go and consumed within the commons area of the downtown. The following is an overview and explanation of the statistics on the survey:

- The survey was open via a weblink from April 11 to May 2, 2022.
- 4,053 individuals participated. Respondents were allowed to check multiple boxes identifying their relationship to Downtown Northville, so there is some crossover between groups. Participation amongst groups were:
 - 1481 or 37% of the respondents were City of Northville residents. 395 or 10% of the respondents were Downtown residents. The largest group of respondents were Northville Township residents, which made up 1,563 respondents accounting for 39% of the participants.
 - Downtown business owners (139) were 3% of the respondents. Of those business owners, 23 owned restaurants, 30 were retail establishments, 56 were service providers and 28 were offices. They were located on East Main Street (57), West Main Street (15), North Center Street (37), South Center Street (10) and 16 indicated “Other” as their location.
 - Downtown property owners (67) were 2% of the respondents. Their properties were located on East Main Street (18), West Main Street (10), North Center Street (11), and South Center Street (3). Nineteen property owners identified “Other” as their location.
 - Downtown business employees (141) and downtown business managers (40) were 3% and 1% of the respondents, respectively.
 - 679 respondents selected “other”, accounting for 17% of the respondents. In the responses, they identified themselves mostly as residents of nearby communities, members of the Northville school district, or former City of Northville residents or business owners.

- A General overview of the questions are as follows:
 - 80% of respondents are in favor of continuing the use of the Social District License.
 - 7% are undecided.
 - 53% of respondents are in favor of expanding the Social District.
 - 21% are undecided.
 - 74% of respondents are in favor of street closure, in one way or another.
 - Only 50 respondents out of 4,028 (1%) would like to see the street closure only on Center between Main and Dunlap.
 - 84% of respondents believe the outdoor structures should stay if the street closures continue.
- A ballot box stuffing report showed that the same IP address was used by five or more respondents in 7 instances, accounting for 75 responses overall. Since multiple family members or a multiple-family building, like Allen Terrace, may use the same IP address, those surveys were included in the analysis in this report, accounting for less than 2% of the total respondents.

The report includes a written analysis for each section of the survey with statistics from the multiple-choice questions and highlights from the open-ended questions. The raw data has been provided to the Northville DDA and is available upon request. The analysis is presented using the following guidelines:

- The data presented is from all respondents. Segmented reports of the data in horizontal bar graphs for each category of the respondents relationship to Northville has been provided to the DDA.
- Percentages are based on the responses to that individual question, not the overall sample unless noted otherwise. So, for example, if 88% report they agree, that means that 88% of the respondents answering that question agree. Note that all respondents did not answer all of the questions.
- A verbatim report of the open-ended responses to the final question of the survey has been provided to the DDA.

Social District

As mentioned in the Background Section of this report, the use of the Social District would influence the future activities in the Downtown. After sharing those restrictions, respondents were asked if the Social District should continue. The response from the overall respondents was 80% in favor of continuing the Social District, with a further 7% on the fence.

Should the City/DDA continue to utilize the Social District license and allow alcohol to be purchased from qualified license holders and consumed throughout the designated areas of downtown?		
Responses	Count	%
Yes	3,237	80%
No	511	13%
Maybe, I need more information	283	7%
Total Responses	4,031	

In addition to a question regarding the continuance of the Social District, respondents were also asked if the social district should be expanded by the City/DDA. The response was mixed, with 53% in favor of expansion, and another 21% on the fence.

Should the City/DDA expand the Social District to include more of the restaurants that are located on the edge of downtown?		
Responses	Count	%
Yes	2147	53%
No	1024	25%
Maybe, I need more information	849	21%
Total Responses	4,020	

Street Closures

To gather information on street closures, the survey asked if they should continue and when they should be closed in the future. 74%% of the respondents felt that the street closures should continue in some form. The 2,960 respondents who were in favor of the street closure, when asked when the streets should be closed, 60% of them felt the street closures should be extended continuously, unless action is taken by the City Council.

Should street closures in Downtown Northville continue?		
Responses	Count	%
Yes, on both streets	2259	56%
Yes, but only on Main Street between Center and Hutton	668	17%
Yes, but only on Center Street between Main and Dunlap	50	1%
No, the streets should reopen to vehicular traffic	1051	26%
Total Responses	4,028	

When do you think the streets should be closed to vehicular traffic?		
Responses	Count	%
Continuously, unless action is taken by City Council	1,776	60%
Seasonal Weekends only May – Labor Day	91	3%
Seasonal weekends only May – Halloween	188	6%
Seasonal from May to Labor Day	141	5%
Seasonal from May to Halloween	673	23%
Other (Please specify)	91	3%
Total Responses	2,960	

Of the 1,051 respondents who were not in favor of the street closure, when asked when the streets should be reopened, 85% felt the street closures should end immediately and the streets reopen.

Participants were then asked, if street closures were continued, should the outdoor covered structures be allowed to remain. Of the 4,000 responses, 84% answered in the affirmative.

If street closures are extended, should the outdoor covered structures be allowed to remain?		
Responses	Count	%
Yes	3,352	84%
No	648	16%
Total Responses	4,000	

Comments

The comments for the DDA vary, but some of the more common topics are as follows:

- Those Against street closure:
 - o Side Street traffic is too high
 - o Taxpayers want their streets back
 - o Outdoor seating is underutilized since reopening of restaurants
 - o Parking issues
 - o Lack of accessible parking near shops
 - o Center Street needs to reopen
 - o Streets are meant for driving
- Those For street closure:
 - o More enjoyable to come and walk
 - o People enjoy having a drink and a walk around
 - o More bike and kids friendly
- Both For and Against:
 - o Barricades need to look better aesthetically

General Observations

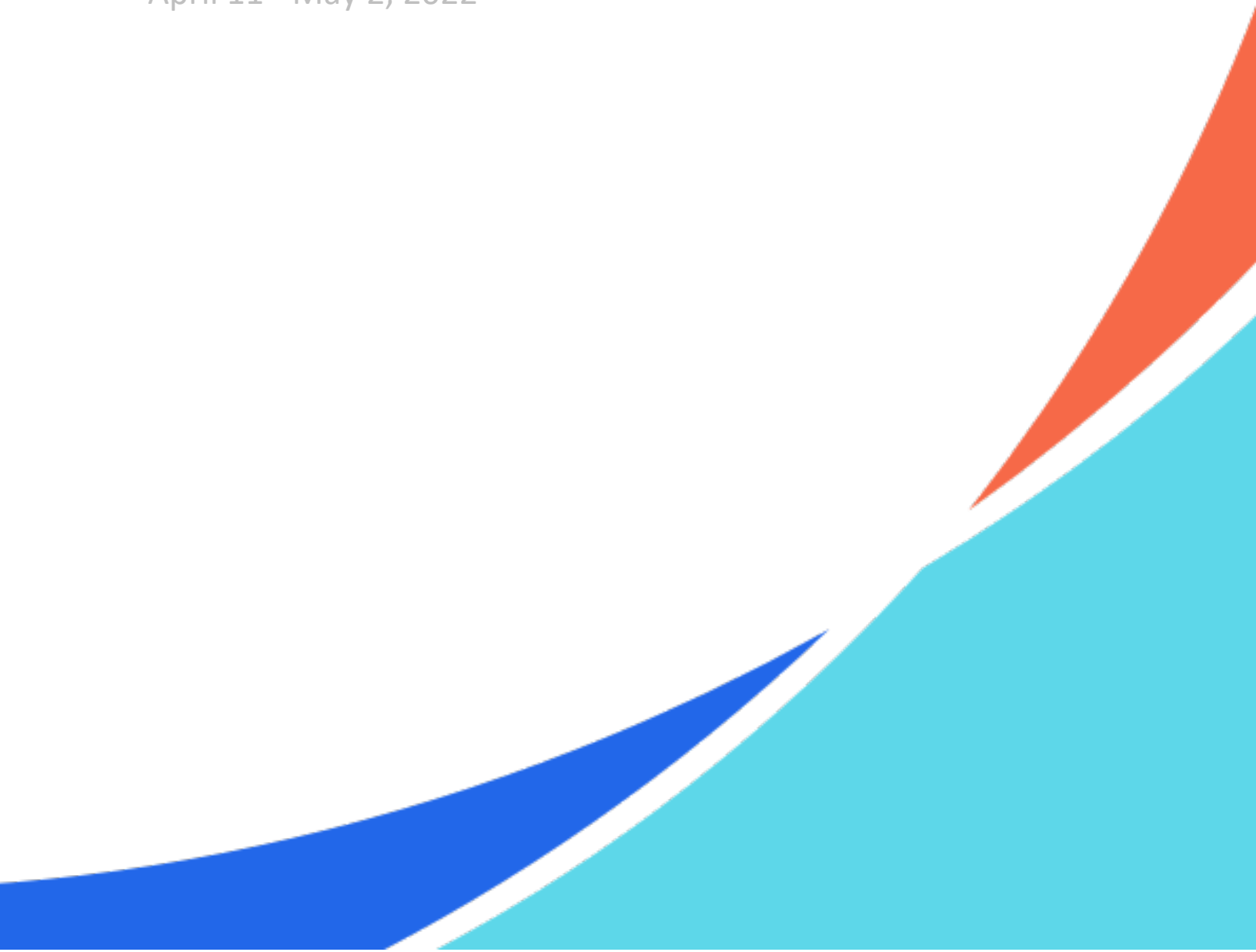
- Downtown business managers were the least likely to approve of the continuation of the Social District License (72%) vs others (75%-85%)
- Respondents who said they biked to get to downtown were more likely to want a street closure (89%) than their walking (79%) or driving (72%) counterparts.
- Respondents who's trips to downtown increased during COVID were 23% more likely to want the Social District to expand, 40% more likely to want the Social District License to continue, and 41% more likely to vote in favor of street closure.

City of Northville DDA Survey Final

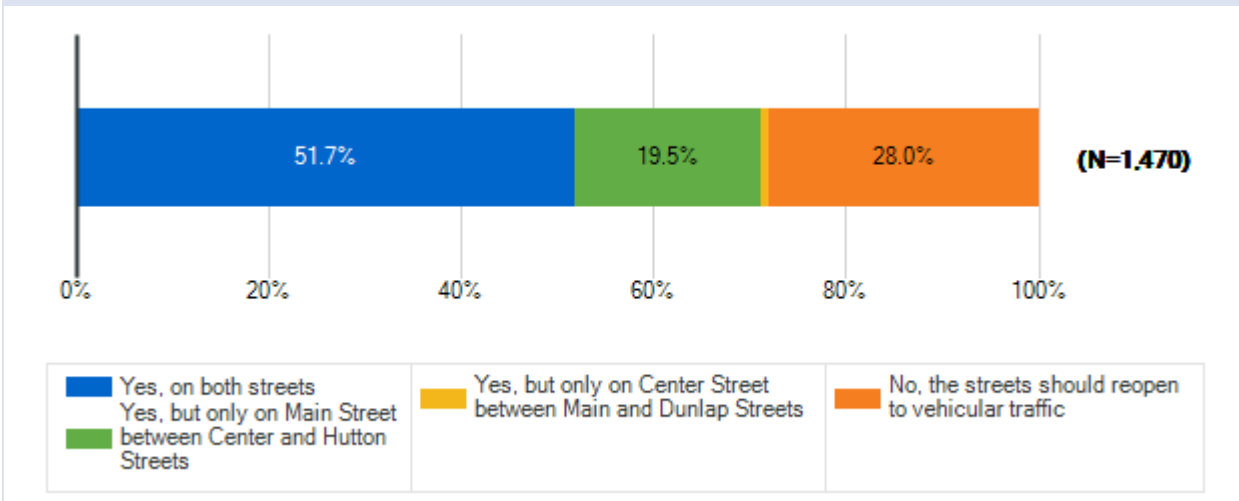
Survey Results

Resident of the City of Northville

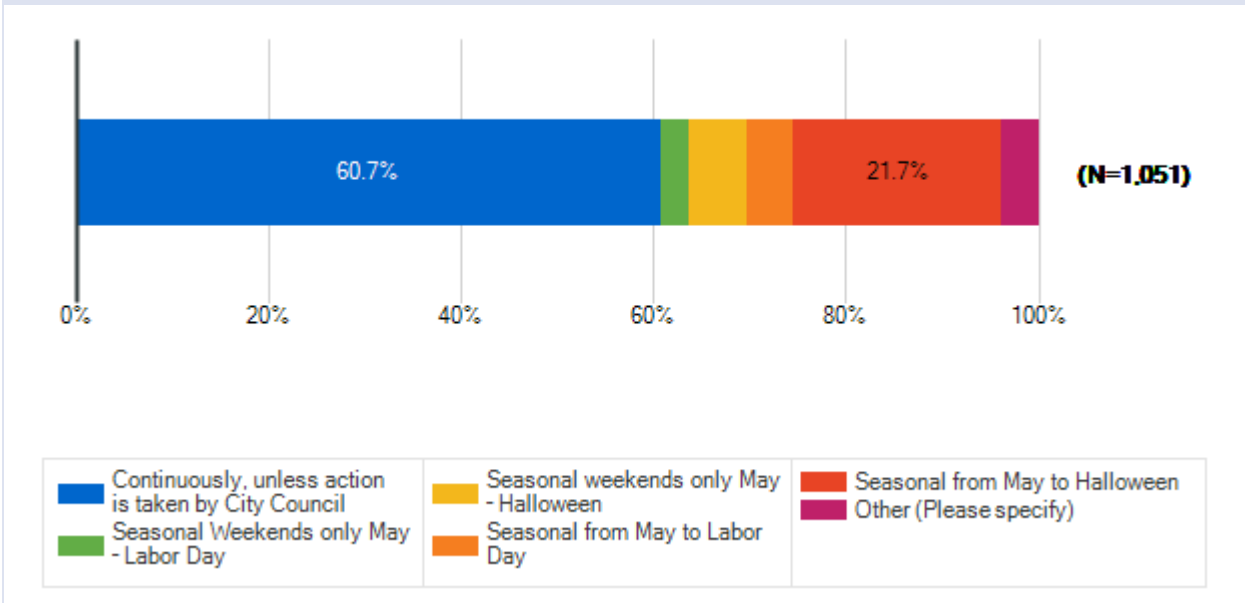
Carlisle Wortman Associates
April 11 - May 2, 2022



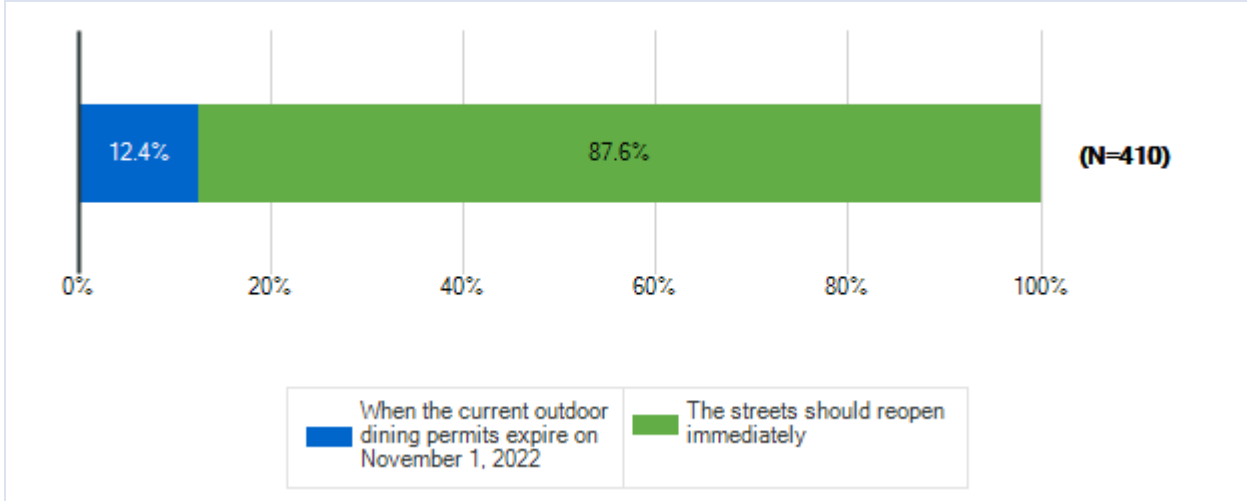
Should street closures in Downtown Northville continue?



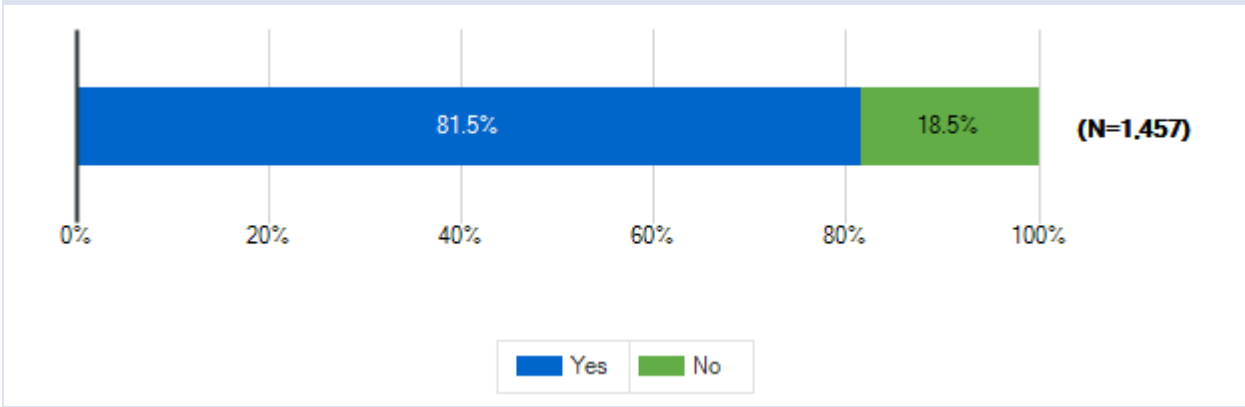
When do you think the streets should be closed to vehicular traffic?



When should the streets reopen to vehicular traffic?



If street closures are extended, should the outdoor covered structures be allowed to remain?



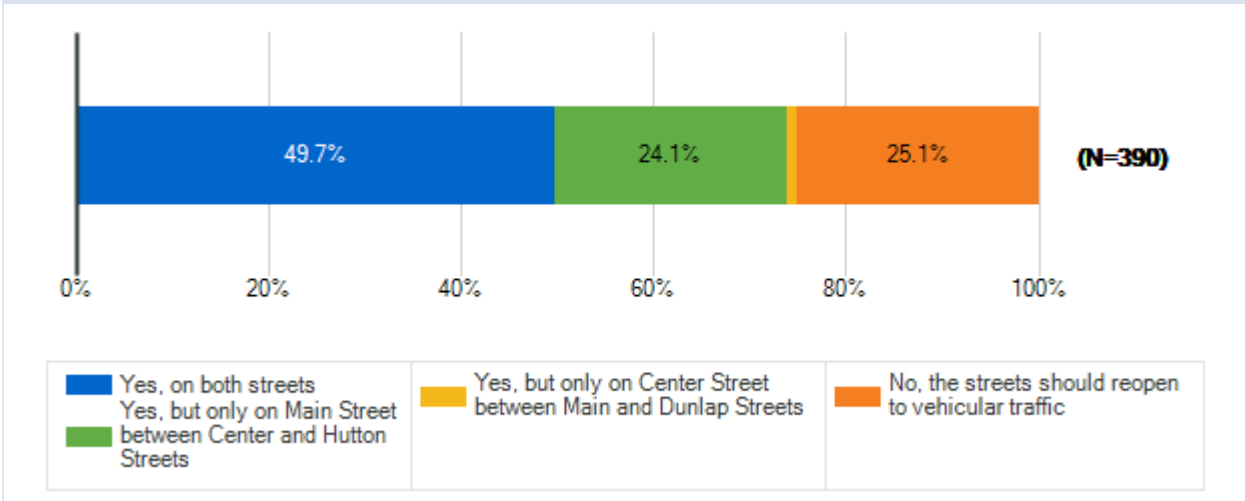
City of Northville DDA Survey Final

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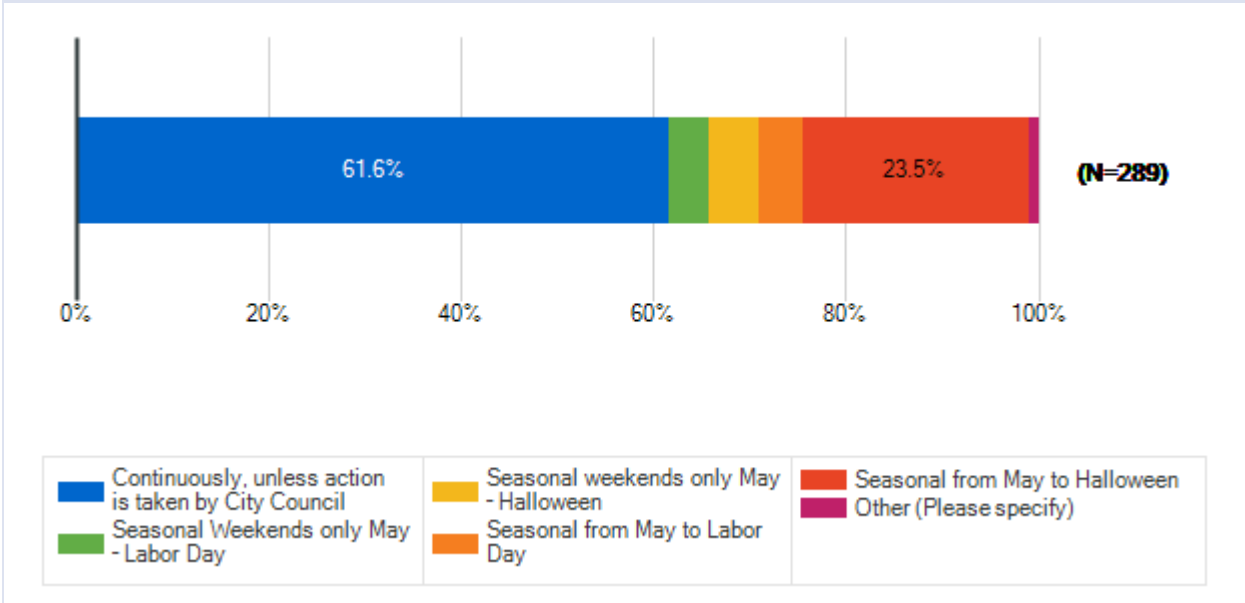
Resident of Downtown Northville

Carlisle Wortman Associates
April 11 - May 2, 2022

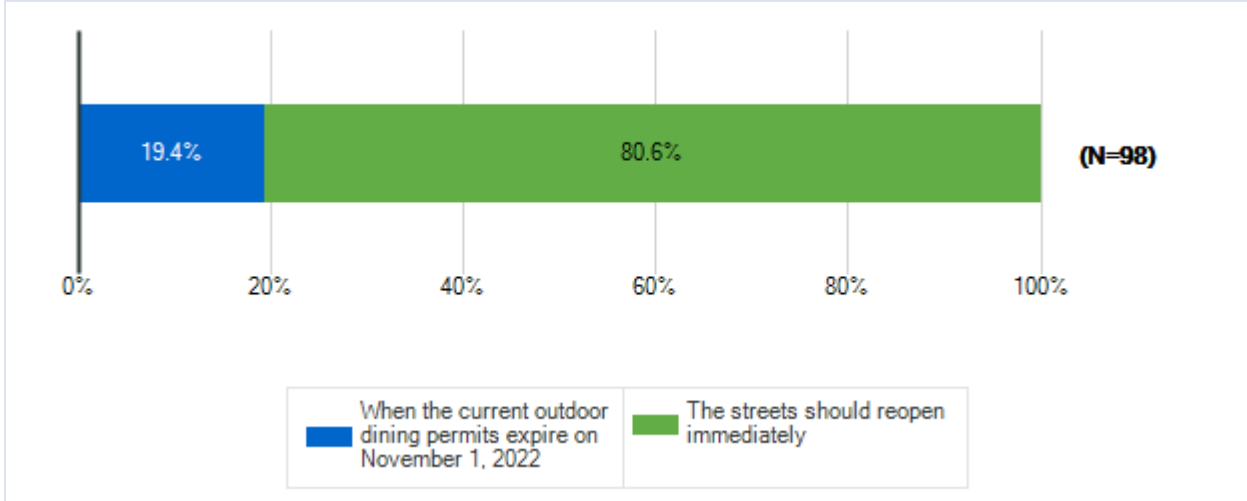
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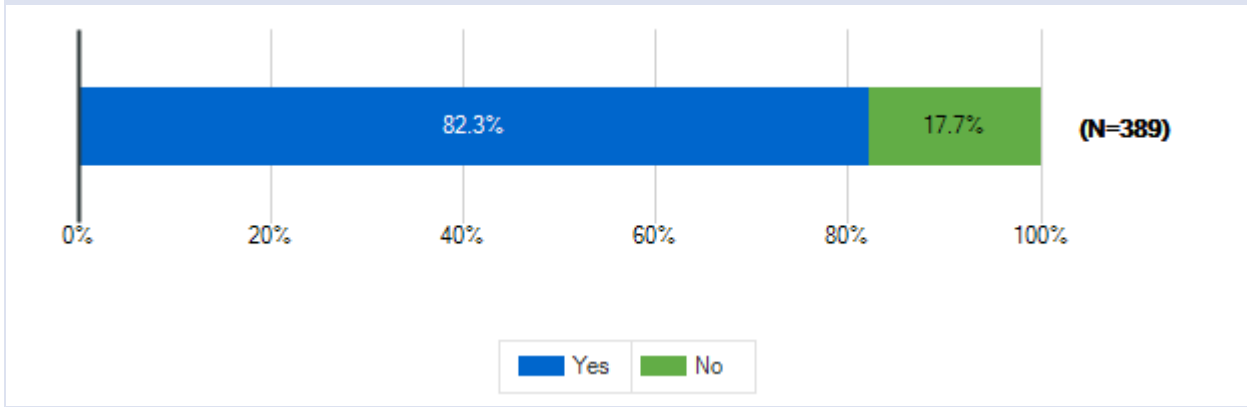
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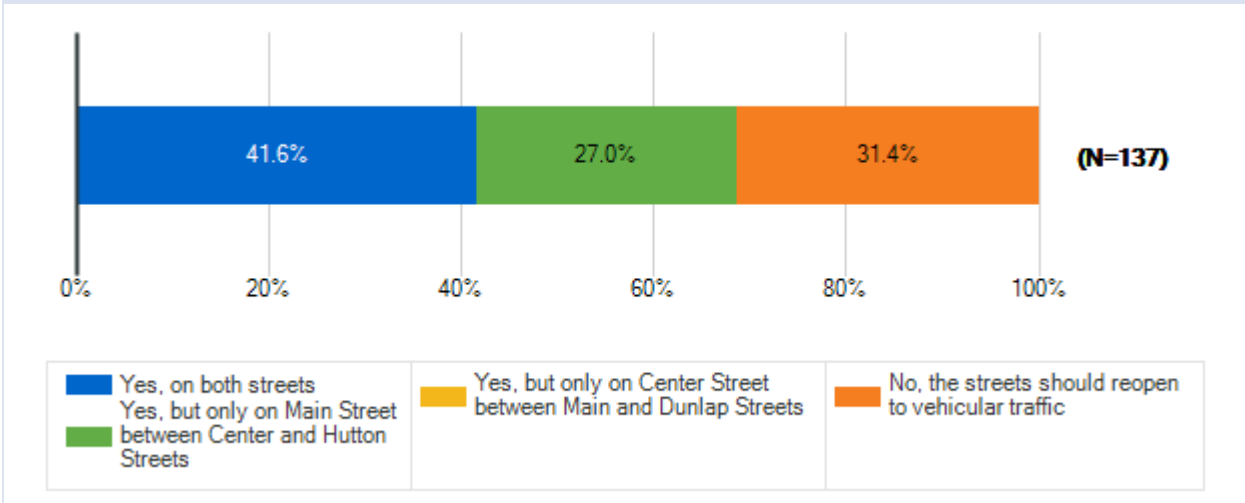
City of Northville DDA Survey

Survey Results

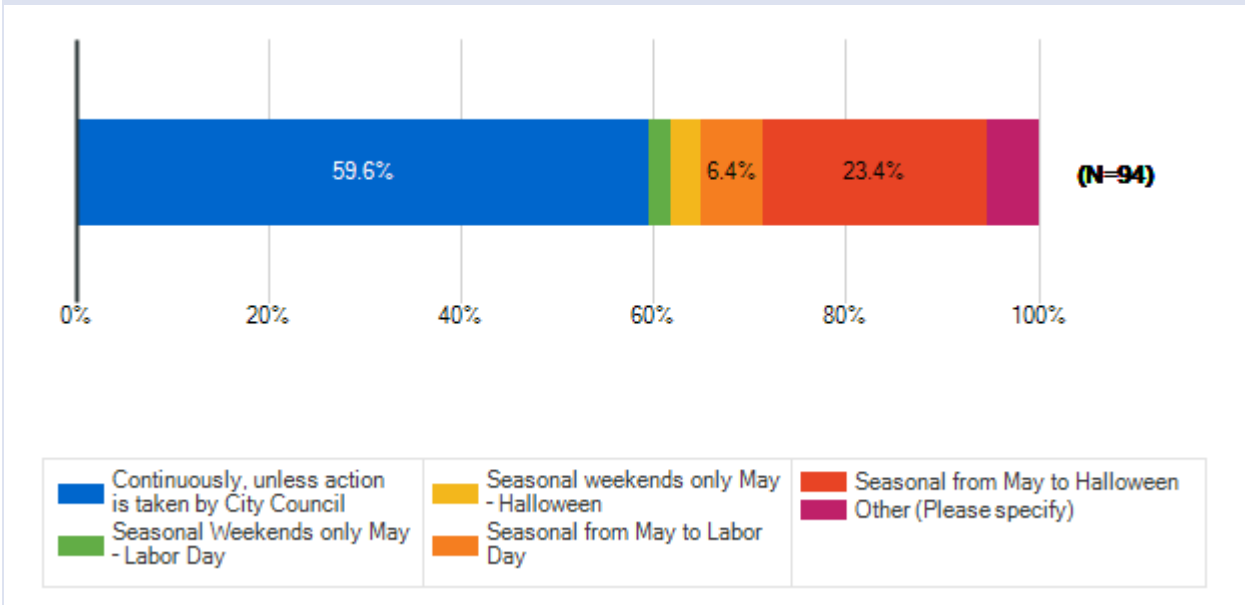
Downtown Business Owner

Carlisle Wortman Associates
April 11 - May 2, 2022

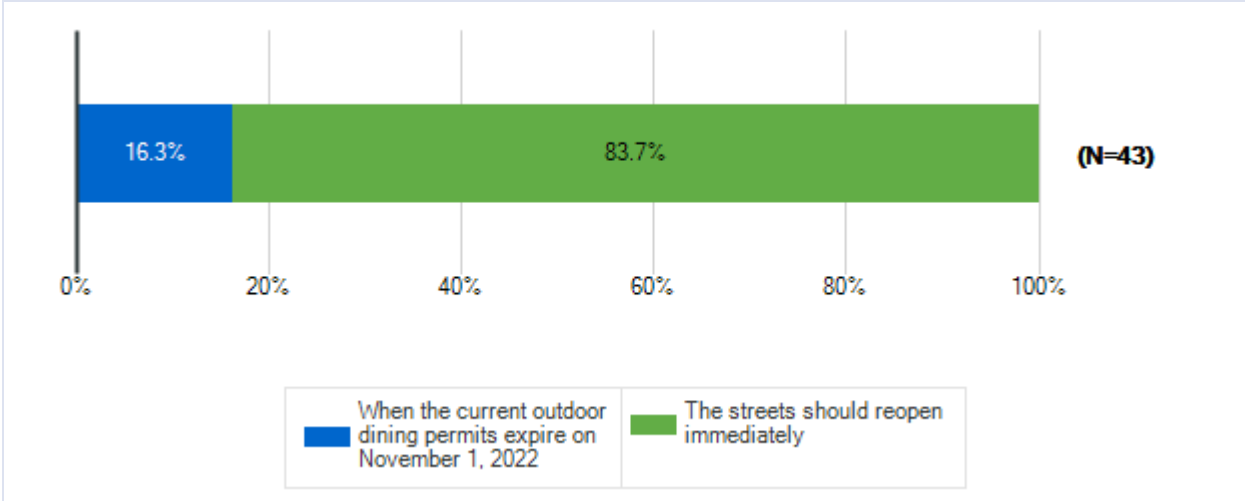
Should street closures in Downtown Northville continue?



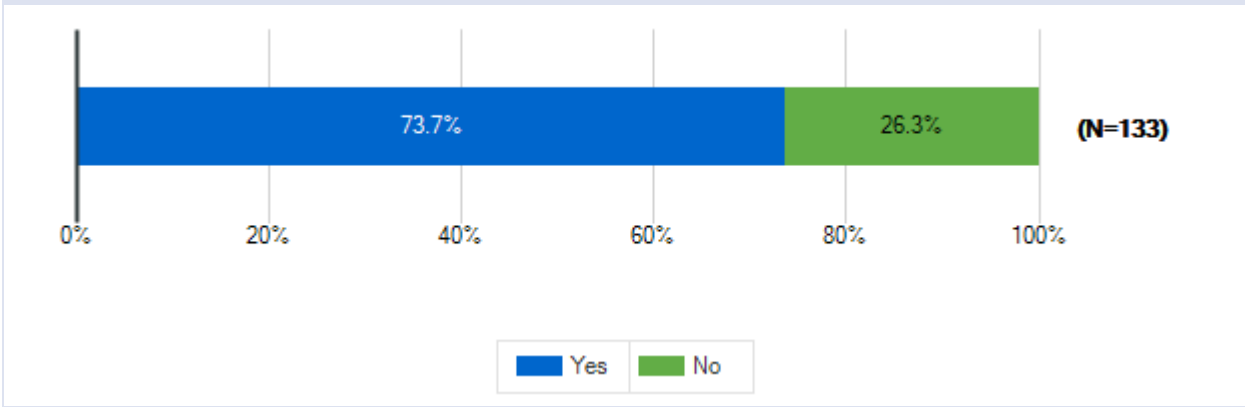
When do you think the streets should be closed to vehicular traffic?



When should the streets reopen to vehicular traffic?



If street closures are extended, should the outdoor covered structures be allowed to remain?





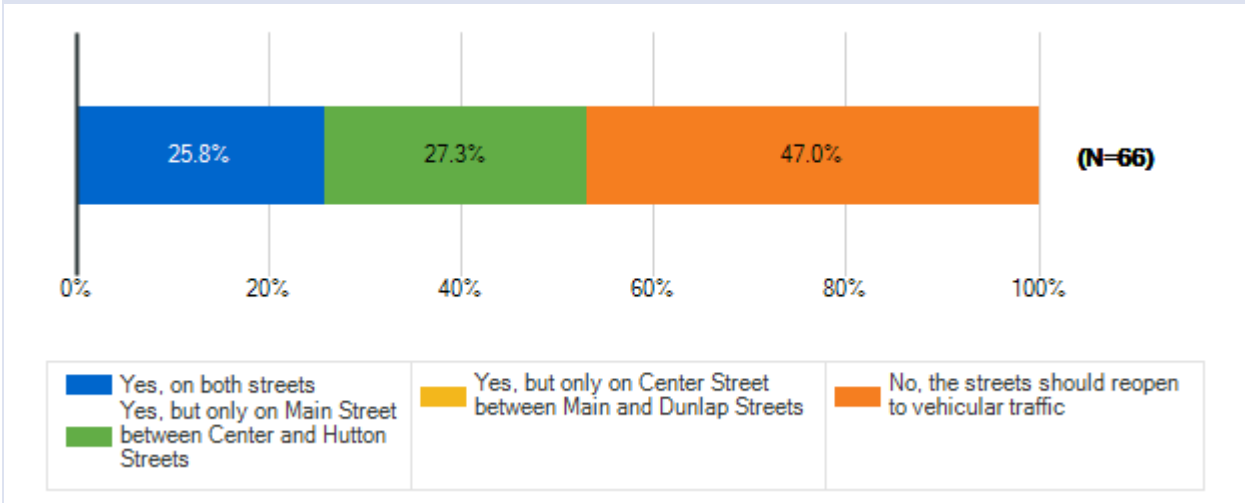
City of Northville DDA Survey

Survey Results

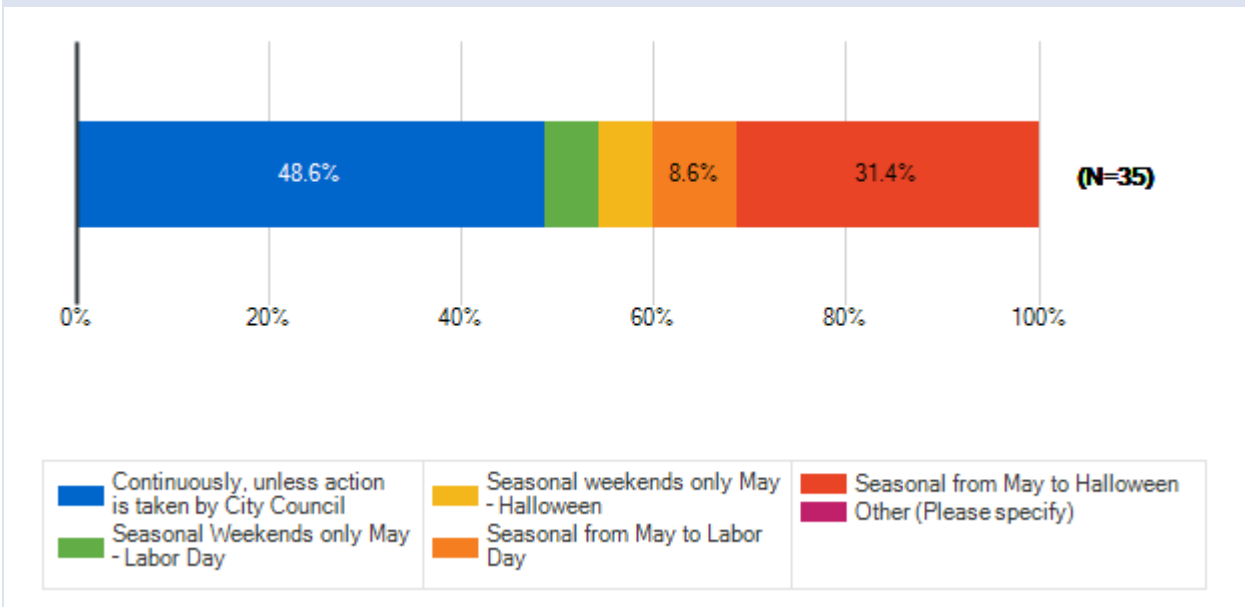
Downtown Property Owner

Carlisle Wortman Associates
April 11 - May 2, 2022

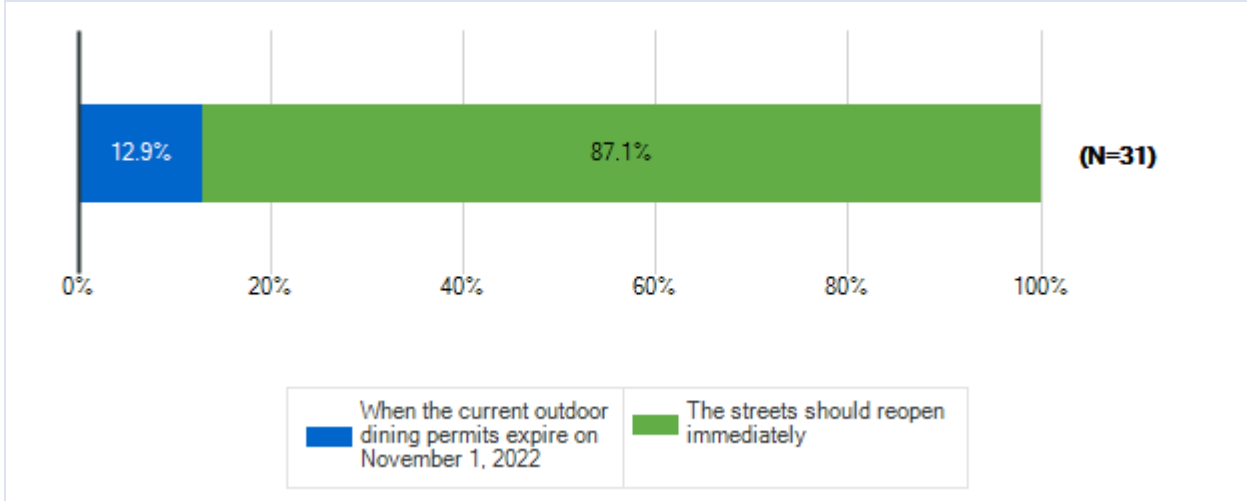
Should street closures in Downtown Northville continue?



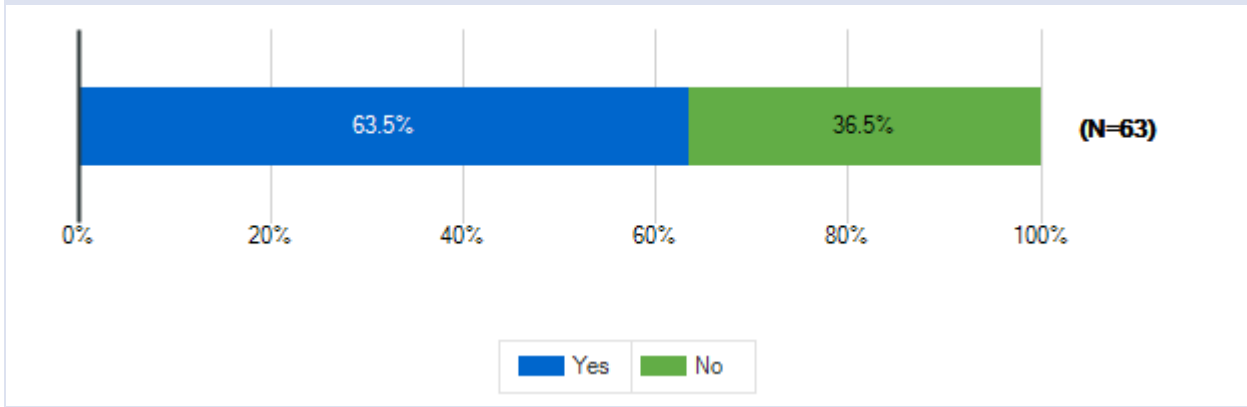
When do you think the streets should be closed to vehicular traffic?



When should the streets reopen to vehicular traffic?



If street closures are extended, should the outdoor covered structures be allowed to remain?



MAY 2 SURVEY NOTES: DDA STREET CLOSURES

- 1481 - City Resident
- 400 - Downtown Northville Resident
- 1563 - Township
- 139 - Business Owner
- 67 - Downtown Property Owner
- 40 - Downtown Business Manager
- 141 - Downtown Business Employee- 141

LEVELS OF SUPPORT

- Aspects of Social District
 - 81% 82% 84% 73% 63% 68% 82% maintain outdoor structures
 - 79% 82% 80% 80% 75% 71% 82% want to maintain liquor arrangement
 - **Expand**
 - 52% 52% 54% 46% 43% 41% 56% Yes
 - 29% 29% 25% 30% 36% 39% 22% No
 - **Street Closures**
 - 52% 50% 57% 42% 26% 40% 59% Both, [56% total YES]
 - 20% 24% 16% 27% 27% 25% 16% Main,
 - 28% 25% 26% 31% 47% 35% 24% Open Traffic
-
- Seasonal
 - Businesses, Managers, Property Owners: #1 Continuous, #2 May to Halloween



To: Northville DDA Board of Directors

From: Lori Ward, DDA Director

Date: May 17, 2022

Re: Downtown Street Closure Matrix

In order to organize the discussion regarding the street closures for Tuesday morning's meeting, we are supplying you with a decision-making matrix to utilize for the discussion. Please fill out the matrix below indicating your preference for the street closures on both Main Street and Center Street. If you are in favor of reopening Main Street select Open Always. If you are in favor of a limited closure, select Closed Seasonally. Further discussion will be required to determine the details of a seasonal closure. If you are in favor of keeping the streets closed long term, please select Closed permanently. Once you have completed the matrix for Main Street, please do the same for Center Street. DDA Chair Riley will lead a discussion on the street closure options and will call on each of the DDA Board members to share their preferences on the topic.

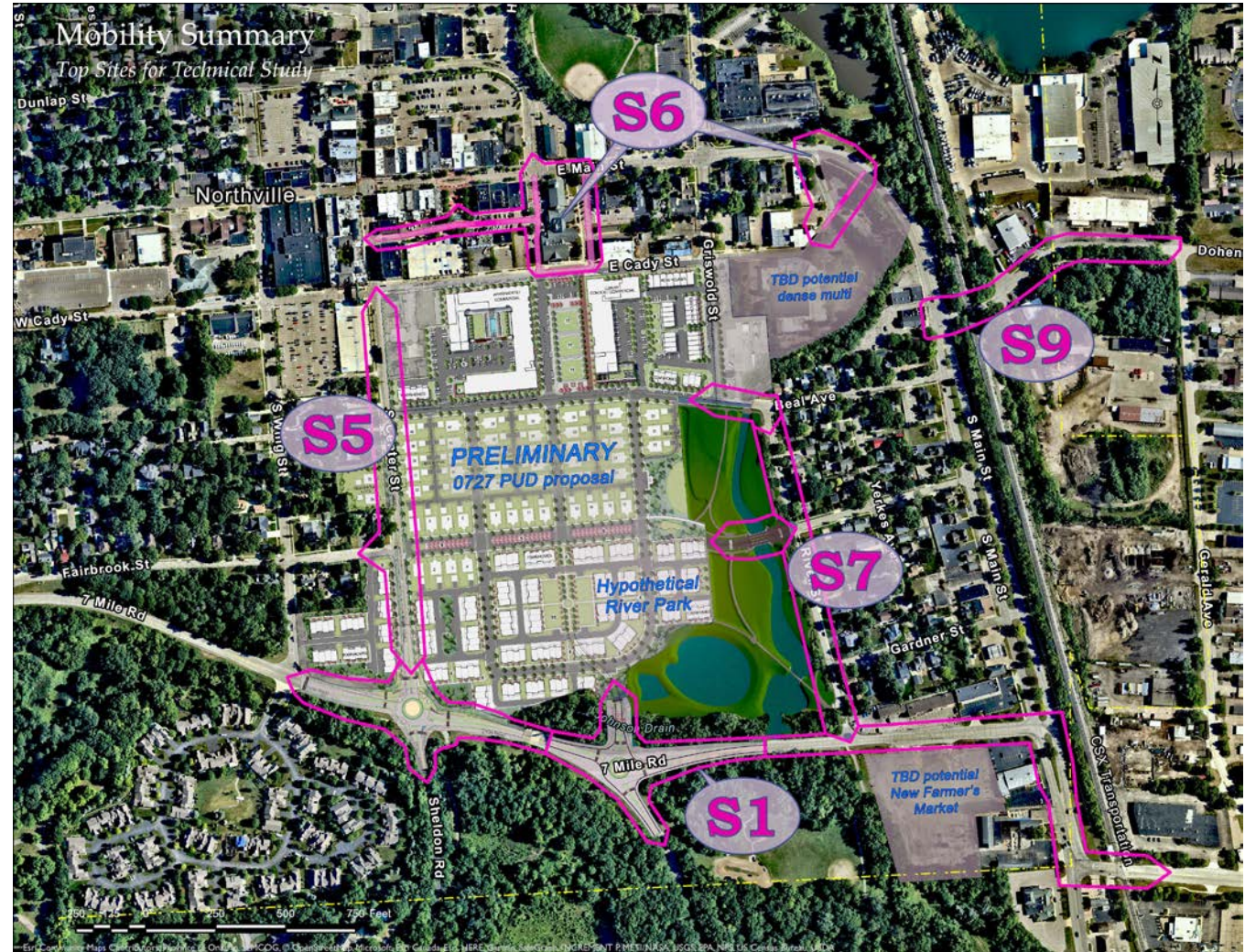
The Board will also discuss if there is any further information or data needed to make an informed decision and recommendation to City Council.

	OPEN ALWAYS	CLOSED SEASONALLY	CLOSED PERMANENTLY
MAIN ST			
CENTER ST			

Once a decision is made by the DDA Board, whether it is at the May 17th meeting or a future date, a Social District Advisory Team will be appointed to address the details of the appearance and operation of the Downtown Social District. The Advisory Team will work with a design firm selected by the DDA to address issues including entranceway design, overhead lighting, distribution of electricity for heaters and lighting, whether to continue to use the pods and stands, integration of events, and other topics. DDA staff has been compiling a list of questions to be addressed by the Team and Design Firm

Resulting “Action Sites” of Top Concern

- Seven Mile Corridor (S1):** Improvements are to treat the length of Seven Mile Road from Main Street to Wing Street. Special attention is needed for:
 - Hines Drive and Seven Mile Road**, with a possible southern connection to the New Downs site.
 - Seven Mile Road and Center Street** requires thorough consideration to ensure traffic flow while providing pedestrian and bike path integration.
- South Center Street (S5):** Landscaping, bike lanes, and cross walk improvements are to be recommended to address walkability concerns along the road length, particularly at the Fairbrook Street and New Beal Street intersections.
- Old Core (S6):** The heart of the City Business District has several roads that play an important role in the distribution of traffic. Improving the traffic flow and integration of pedestrian and bike connections is crucial to handling anticipated increased traffic loads from the new developments. Specifics include:
 - Cady Street** from Center Street to Main Street, needs to be evaluated for traffic capacity, parking, and pedestrian interface.
 - Hutton and Church Streets** from Main Street to Cady Street need to be evaluated for capacity, parking layout and direction of flow in that they are a major connector from the new developments to the business core.
 - Mary Alexander Court**, a one-way street, contributes to congestion on Center Street and needs to be re-evaluated for direction of flow.
 - Cady Street** alignment needs special attention as it intersects South Main Street for improved safety and traffic flow.
- River Street (S7):** Aligning to the new Downs Project, this street will now play a heightened role as a connector to the site and the exiting regional trails within Hines Park. An evaluation of the type of connection, whether enhanced vehicular or multi-use bridge, is needed. An overall improved street cross section that includes two-way traffic, on-street parking, and walkways is also needed.
- Doheny Safe School Passageway under Railroad (S9):** Accommodation is needed from CSX Railroad and Wayne County who have jurisdiction over the rights-of-way at this intersection. This effort will entail designing a box culvert opening to allow pedestrian and bike traffic under the railroad track separate from the Doheny/S. Main St. vehicular passage. It will also require the design of a non-motorized access route along Doheny Drive to the Silver Springs Elementary School.



Downtown Northville with pending Development Concepts and calling out **Action Sites** determined by this study

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

125.4205 Director; acting director; treasurer; secretary; legal counsel; other personnel.

Sec. 205. (1) The board may employ and fix the compensation of a director, subject to the approval of the governing body of the municipality. The director shall serve at the pleasure of the board. A member of the board is not eligible to hold the position of director. Before entering upon the duties of his or her office, the director shall take and subscribe to the constitutional oath, and furnish bond, by posting a bond in the penal sum determined in the ordinance establishing the authority payable to the authority for use and benefit of the authority, approved by the board, and filed with the municipal clerk. The premium on the bond shall be deemed an operating expense of the authority, payable from funds available to the authority for expenses of operation. The director shall be the chief executive officer of the authority. Subject to the approval of the board, the director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the authority in the manner authorized by this part. The director shall attend the meetings of the board, and shall render to the board and to the governing body of the municipality a regular report covering the activities and financial condition of the authority. If the director is absent or disabled, the board may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his or her office, the acting director shall take and subscribe to the oath, and furnish bond, as required of the director. The director shall furnish the board with information or reports governing the operation of the authority as the board requires.

(2) The board may employ and fix the compensation of a treasurer, who shall keep the financial records of the authority and who, together with the director, shall approve all vouchers for the expenditure of funds of the authority. The treasurer shall perform such other duties as may be delegated to him or her by the board and shall furnish bond in an amount as prescribed by the board.

(3) The board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the board and keep a record of its proceedings, and shall perform such other duties delegated by the board.

(4) The board may retain legal counsel to advise the board in the proper performance of its duties. The legal counsel shall represent the authority in actions brought by or against the authority.

(5) The board may employ other personnel deemed necessary by the board.

History: 2018, Act 57, Eff. Jan. 1, 2019.

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

125.4221 Development area citizens council; establishment; appointment and qualifications of members; representative of development area.

Sec. 221. (1) If a proposed development area has residing within it 100 or more residents, a development area citizens council shall be established at least 90 days before the public hearing on the development or tax increment financing plan. The development area citizens council shall be established by the governing body and shall consist of not less than 9 members. The members of the development area citizens council shall be residents of the development area and shall be appointed by the governing body. A member of a development area citizens council shall be at least 18 years of age.

(2) A development area citizens council shall be representative of the development area.

History: 2018, Act 57, Eff. Jan. 1, 2019.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY April 2022:

PUBLICITY:

Upcoming Press Releases:

- Summer Concerts Announcement

SOCIAL MEDIA:

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

PAID ADVERTISING:

- Ad in April issue of The Ville

UPCOMING PAID ADVERTISING:

PRINT:

- Ad in Chamber Directory
- Ad in Maybury Park Map
- Quarter-page Ads in April issues of The Ville
 - These are final two ads on our contract and we are going to renew 12-months of 1/4-page ads.
 - Ad theme features a new shop or restaurant owner every month
- Quarter-page Ads in Northville Today
 - Mailed to 21,000 households
 - Q2: Ad for Supporting our businesses is main & center with a photo of social district (like we did for Maybury and Chamber ads) and tag with dates of summer concerts (MAILED WEEK OF JUNE 6)
 - Q3: SKELETONS Ad (MAILED WEEK OF SEPTEMBER 19)
 - Q4: A Holiday to Remember (MAILED WEEK OF DECEMBER 5)