



**Meeting of the DDA Board of Directors
Informational Meeting as Required by
PA 57 December 20, 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. November 2022 Financial Statement (Attachment 4.a)
 - b. November 2022 Invoice Report (Attachment 4.b)
 - c. November 15, 2022 Meeting Minutes (Attachment 4.c)
 - d. 2nd Quarter Budget Amendments (Attachment 4.d)
 - e. Explanation of 2nd Quarter Budget Amendments (Attachments 4.e)
5. Informational Meeting – PA 57
 - a. DDA 2022 Annual Report (Attachment 5.a)
6. JAG Entertainment Concert Series Proposal (Attachment 6)
7. Increase in City's Purchasing Policy (Attachment 7)
8. Street Closure Update
 - a. Conceptual Design Plan ([Attachment 8.a](#))
 - b. Fleis & Vanden brink Update
 - c. Joint Meeting of DDA and City Council – January 19, 2023 7:00 pm
 - d. Funding Source for Closures
9. Northville Downs Project
 - a. DDA Expenses resulting from HPH Project (Attachment 9.a)
 - BRI Proposal (Attachment 9.a.i.)
 - Proposal from Johnson Miller for legal services (Attachment 9.a.ii.)
 - b. DDA Boundary Discussion (Attachment 9.b)
10. Information and Updates
 - a. Design Committee – DJ Boyd
 - b. Marketing Committee – Shawn Riley (Attachment 10.b)
 - c. Parking Committee – Carol Maise

- d. Organizational Committee – DJ Boyd
 - i. Goals and Objectives – January DDA Meeting (Attachment 10.d.i)
 - ii. DDA 2023 – 24 Budget Feb/March Meeting
 - e. Economic Development Committee – Aaron Cozart
 - f. Sustainability Committee – Dave Gutman (Attachment 10.f)
11. Future Meetings / Important Dates
- a. Economic Development / Advisory Committee – January 4, 2022
 - b. Marketing Committee Meeting – January 5, 2022
 - c. Executive Committee Meeting – January 11, 2022
 - d. Design Committee Meeting – TBD
 - e. DDA Board Meeting – January 17, 2022
 - f. Parking Committee – TBD
 - g. Sustainability Committee Meeting – TBD
12. Board and Staff Communications
13. Adjournment – Next Meeting – **January 17, 2023**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 11/30/2022

% Fiscal Year Completed: 41.92

NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	814,558.00	811,239.00	706,490.70	382.14	104,748.30		87.09
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	(3.01)	0.00	(996.99)		0.30
248-000-451.000	DDA OPERATING LEVY	67,216.00	67,126.00	64,891.27	10.15	2,234.73		96.67
PROPERTY TAXES		880,774.00	877,365.00	771,378.96	392.29	105,986.04		87.92
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	180.00	0.00	0.00		100.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	13,846.00	1,034.00	0.00	12,812.00		7.47
LICENSES, FEES, & PERMITS		15,180.00	14,026.00	1,214.00	0.00	12,812.00		8.66
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	36,000.00	24,431.00	24,430.86	0.00	0.14		100.00
STATE REVENUES		36,000.00	24,431.00	24,430.86	0.00	0.14		100.00
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	1,610.00	200.00	561.00	0.00	(361.00)		280.50
248-000-626.110	EV CHARGING STATION REVENUE	0.00	1,515.00	0.00	0.00	1,515.00		0.00
MISCELLANEOUS REVENUES		1,610.00	1,715.00	561.00	0.00	1,154.00		32.71
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	0.00	3,570.00	2,223.91	766.29	1,346.09		62.29
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	30.00	1,000.00	787.58	0.00	212.42		78.76
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650.00	6,650.00	2,223.59	0.00	4,426.41		33.44
248-000-665.400	INVESTMENT POOL BANK FEES	(100.00)	(100.00)	(168.26)	(34.39)	68.26	168.26	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750.00)	(750.00)	(221.25)	(65.72)	(528.75)	29.50	
248-000-665.600	BANK LOCKBOX FEES	(200.00)	(1,000.00)	(175.33)	(40.00)	(824.67)	17.53	
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(41.14)	0.00	(98.86)	29.39	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(3,740.00)	(12,547.74)	0.00	8,807.74	335.50	
INTEREST		5,490.00	5,490.00	(7,918.64)	626.18	13,408.64	(144.24)	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	310.00	100.00	390.00		44.29
RENTAL INCOME		700.00	700.00	310.00	100.00	390.00		44.29
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	38,000.00	38,000.00	38,682.80	4,290.80	(682.80)		101.80
GRANTS & OTHER LOCAL SOURCES		38,000.00	38,000.00	38,682.80	4,290.80	(682.80)		101.80
Total Dept 000		977,754.00	961,727.00	828,658.98	5,409.27	133,068.02		86.16
TOTAL REVENUES		977,754.00	961,727.00	828,658.98	5,409.27	133,068.02		86.16
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	11,500.00	11,500.00	949.31	0.00	10,550.69		8.25

PERIOD ENDING 11/30/2022
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NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-573-707.000	WAGES - REGULAR OVERTIME	500.00	500.00	0.00	0.00	500.00		0.00
248-573-725.000	FRINGE BENEFITS	11,000.00	11,000.00	906.57	0.00	10,093.43		8.24
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	120.71	0.00	404.29		22.99
248-573-943.000	EQUIPMENT RENTAL - CITY	11,135.00	11,135.00	321.90	0.00	10,813.10		2.89
Total Dept 573 - DPW SERVICES		34,660.00	34,660.00	2,298.49	0.00	32,361.51		6.63
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	22,605.00	22,605.00	9,581.04	3,112.11	13,023.96		42.38
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	39,059.18	6,161.40	25,820.82		60.20
248-741-725.000	FRINGE BENEFITS	13,540.00	13,540.00	7,186.85	1,538.62	6,353.15		53.08
248-741-726.000	SUPPLIES	500.00	500.00	973.24	556.04	(473.24)		194.65
248-741-775.200	DOWNTOWN MATERIALS	27,145.00	27,145.00	912.25	2,512.05	26,232.75		3.36
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	800.00	800.00	1,330.51	(1,300.00)	(530.51)		166.31
248-741-775.900	FUEL & OIL	400.00	400.00	546.63	0.00	(146.63)		136.66
248-741-801.000	CONTRACTUAL SERVICES	31,470.00	31,470.00	10,056.43	4,196.75	21,413.57		31.96
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	1,515.00	303.00	2,485.00		37.88
248-741-920.010	ELECTRIC POWER	1,420.00	1,420.00	1,678.36	249.67	(258.36)		118.19
248-741-920.020	NATURAL GAS	8,410.00	8,410.00	482.16	0.00	7,927.84		5.73
248-741-920.030	WATER & SEWER SERVICE	9,300.00	9,300.00	5,775.32	0.00	3,524.68		62.10
248-741-938.120	LANDSCAPE MAINTENANCE	35,310.00	35,310.00	300.90	0.00	35,009.10		0.85
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
248-741-955.210	SIGNAGE & MARKERS PROJECT	500.00	500.00	0.00	0.00	500.00		0.00
248-741-962.500	VEHICLE INSURANCE	420.00	455.00	339.00	0.00	116.00		74.51
248-741-976.010	STREET FURNISHINGS	37,500.00	37,500.00	29,284.08	0.00	8,215.92		78.09
Total Dept 741 - DESIGN COMMITTEE		260,200.00	260,235.00	109,020.95	17,329.64	151,214.05		41.89
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,085.00	18,085.00	7,677.53	2,489.67	10,407.47		42.45
248-742-709.000	WAGES - PART TIME	30,865.00	30,865.00	13,249.73	2,656.17	17,615.27		42.93
248-742-725.000	FRINGE BENEFITS	8,625.00	8,625.00	3,875.46	972.87	4,749.54		44.93
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-742-801.000	CONTRACTUAL SERVICES	55,865.00	55,865.00	23,343.50	7,181.50	32,521.50		41.79
248-742-801.340	WEB SITE MAINTENANCE	1,355.00	1,355.00	879.46	0.00	475.54		64.90
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,100.00	50,100.00	34,189.00	14,045.00	15,911.00		68.24
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	1,365.00	1,365.00	0.00	0.00		100.00
Total Dept 742 - MARKETING COMMITTEE		165,695.00	166,310.00	84,579.68	27,345.21	81,730.32		50.86
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,045.00	9,045.00	3,838.84	1,244.88	5,206.16		42.44
248-743-725.000	FRINGE BENEFITS	3,445.00	3,445.00	1,428.26	384.06	2,016.74		41.46
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	500.00	500.00	0.00	0.00	500.00		0.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	25,000.00	0.00	25,000.00		50.00
248-743-995.230	O/T TO PARKING FUND	123,660.00	123,660.00	49,330.00	0.00	74,330.00		39.89
Total Dept 743 - PARKING COMMITTEE		186,700.00	186,700.00	79,597.10	1,628.94	107,102.90		42.63
Dept 744 - ORGANIZATIONAL COMMITTEE								

PERIOD ENDING 11/30/2022
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NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-744-706.000	WAGES - REGULAR FULL TIME	13,565.00	13,565.00	5,790.11	1,867.27	7,774.89		42.68
248-744-709.000	WAGES - PART TIME	20,120.00	20,120.00	8,934.66	1,723.06	11,185.34		44.41
248-744-725.000	FRINGE BENEFITS	5,745.00	5,745.00	2,903.77	723.62	2,841.23		50.54
248-744-726.000	SUPPLIES	2,750.00	2,750.00	881.54	0.00	1,868.46		32.06
248-744-730.000	POSTAGE	50.00	50.00	31.80	0.00	18.20		63.60
248-744-731.000	PUBLICATIONS	65.00	65.00	0.00	0.00	65.00		0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,530.00	2,715.00	2,975.50	91.90	(260.50)		109.59
248-744-802.010	LEGAL SERVICES - GENERAL	11,000.00	11,000.00	3,306.00	741.00	7,694.00		30.05
248-744-805.000	AUDITING SERVICES	5,250.00	5,250.00	4,723.00	0.00	527.00		89.96
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	338.94	0.00	876.06		27.90
248-744-920.000	UTILITIES	1,300.00	1,300.00	539.85	107.97	760.15		41.53
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	1,000.00	255.00	395.00		71.68
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	0.00	850.00		0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	6,450.00	4,290.00	3,217.50	0.00	1,072.50		75.00
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	0.00	2,500.00	2,356.00	0.00	144.00		94.24
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,220.00	13,220.00	3,305.00	0.00	9,915.00		25.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,505.00	86,030.00	40,303.67	5,509.82	45,726.33		46.85
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,125.00	27,125.00	11,500.30	3,734.47	15,624.70		42.40
248-745-725.000	FRINGE BENEFITS	10,340.00	10,340.00	4,277.88	1,152.11	6,062.12		41.37
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00		0.00
248-745-801.000	CONTRACTUAL SERVICES	0.00	0.00	7,375.00	7,375.00	(7,375.00)		100.00
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		38,065.00	38,065.00	23,153.18	12,261.58	14,911.82		60.83
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	169,880.00	169,880.00	7,440.00	0.00	162,440.00		4.38
Total Dept 906 - DEBT SERVICE		169,880.00	169,880.00	7,440.00	0.00	162,440.00		4.38
Dept 999 - RESERVE ACCOUNTS								
248-999-999.000	UNALLOCATED RESERVE	37,049.00	19,847.00	0.00	0.00	19,847.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		37,049.00	19,847.00	0.00	0.00	19,847.00		0.00
TOTAL EXPENDITURES		977,754.00	961,727.00	346,393.07	64,075.19	615,333.93		36.02
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		977,754.00	961,727.00	828,658.98	5,409.27	133,068.02		86.16
TOTAL EXPENDITURES		977,754.00	961,727.00	346,393.07	64,075.19	615,333.93		36.02
NET OF REVENUES & EXPENDITURES		0.00	0.00	482,265.91	(58,665.92)	(482,265.91)		100.00

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 741 DESIGN COMMITTEE							
248-741-726.000	SUPPLIES	OFFICE DEPOT	28571763 DIVIDERS, PENS, DESK TRAY	270555063001	11/02/22	3.30	119329
248-741-726.000	SUPPLIES	OFFICE DEPOT	28571763 PLASTIC WRAP	271056782001	11/02/22	7.19	119329
248-741-726.000	SUPPLIES	OFFICE DEPOT	28571763 COFFEE, CUPS, DIVIDERS, TR	271056129001	11/02/22	67.08	119329
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	WATER, CREAMER, STENO PADS	3519698717	11/02/22	15.04	119340
248-741-726.000	SUPPLIES	HOME DEPOT CREDIT SERV	6035322538839337	10132022	11/02/22	132.48	119364
248-741-726.000	SUPPLIES	NORTHVILLE STITCHING P	LONG SLEEVE WEARABLES - GROUNDS STA	864086	11/16/22	82.00	119473
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	COFFEE, LIDS, CREAMER	3521780523	11/30/22	99.20	119555
248-741-726.000	SUPPLIES	HOME DEPOT CREDIT SERV	6035322538839337	111322	11/30/22	149.75	119579
248-741-775.200	DOWNTOWN MATERIALS	GRAPH-X SIGNS & DESIGN	BARRICADE BANNERS	2202578	11/02/22	2,404.00	119337
248-741-775.200	DOWNTOWN MATERIALS	JESSICA HOWLIN	SANTA HOUSE SUPPLIES	111822	11/30/22	81.57	119611
248-741-775.200	DOWNTOWN MATERIALS	JERI JOHNSON	PAINT FOR SANTA HOUSE	11172022	11/30/22	26.48	119543
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	WINTERIZE IRRIGATION SYSTEM	215502	11/02/22	900.00	119355
248-741-801.000	CONTRACTUAL SERVICES	RITTER GIS	OCTOBER GIS SERVICES	2022-0279	11/02/22	20.00	119372
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	REPAIR ELECTRICAL DOWNTOWN	1603	11/02/22	738.39	119393
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	ELECTRICAL ASSESSMENT DOWNTOWN	1616	11/02/22	780.00	119393
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	SECURITY CAMERA SYSTEM	34752	12/01/22	78.16	119501
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	110822	11/02/22	299.00	500496
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	REPLACE FAULTY FUSES - TROUBLESHOOT	1643	11/30/22	456.20	119604
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	ELECTRICAL REPAIRS DOWNTOWN	1638	11/30/22	925.00	119604
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY RESTROOM PROGRAM	18708	11/02/22	303.00	119362
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC USAGE 10/15/22 - 11/14/22	10/15/22 - 11/14/22	11/30/22	249.67	119566
248-741-962.500	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RIS	MMRMA CONTRIBUTION 7/1/22-7/1/23 PM	M0001315-3	12/14/22	113.00	
Total For Dept 741 DESIGN COMMITTEE						7,930.51	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	NORTHVILLE 11-20:	11/02/22	2,000.00	119336
248-742-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FEES	063	11/02/22	980.00	119376
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	NOV/DEC EVENT POSTCARDS	68264	11/16/22	794.00	119444
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	DIRECTORY SIGNS/OCT POSTER	1-35311	11/16/22	315.00	119461
248-742-801.000	CONTRACTUAL SERVICES	HARBOR HOUSE PUBLISHER	CHAMBER DIRECTORY AD	NOR30163	11/30/22	485.00	119544
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	NORTHVILLE 12-20:	11/30/22	2,100.00	119551
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	HOLIDAY STAGE BANNER/SIGNS	1-35369	11/30/22	398.50	119572
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	HOLIDAY EVENT SIGNS	1-35389	11/30/22	109.00	119572
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	SKELETONS ARE ALIVE EVENT	2515	11/16/22	400.00	119483
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	SUMMER CONCERTS/SKELETONS ARE ALIVE	2514	11/16/22	6,300.00	119483
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	LESLIE J BENNER	HORSE & WAGON RIDES - HOLIDAY EVENT	134	11/30/22	2,400.00	119607
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	OUR LADY'S MADRIGAL SI	CAROLING - HOLIDAY TO REMEMBER EVEN'	NDDA-0002201	11/30/22	750.00	119608
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	CAROUSEL ACRES	HOLIDAY TO REMEMBER - ENTERTAINMENT	121022	11/30/22	2,675.00	119610
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	PLYMOUTH FIFE & DRUM	HOLIDAY TO REMEMBER MUSIC	13394	11/30/22	600.00	119621
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	WILLIAM M CONLIN	SANTA IN TOWN SQUARE 12/3-4, 12/10-	112822	11/30/22	720.00	119622
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	DAVID JONES	HOLIDAY TO REMEMBER - MUSIC	112322	11/30/22	200.00	119623
Total For Dept 742 MARKETING COMMITTEE						21,226.50	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE WIFI	111622	11/30/22	91.90	119559
248-744-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL OCT 22 (40.7)	10863932	11/30/22	245.00	119563
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	REAL ESTATE LEGAL - OCT 22 (14.55)	131167	11/30/22	496.00	119591
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	110822	11/02/22	32.97	500496
248-744-958.000	MEMBERSHIP & DUES	AMERICAN PLANNING ASSO	APA - MEMBERSHIP DUES	094129-22102	11/02/22	255.00	119330
248-744-962.000	LIABILITY & PROPERTY INSUF	MICHIGAN MUNICIPAL RIS	MMRMA CONTRIBUTION 7/1/22-7/1/23 PM	M0001315-3	12/14/22	1,072.50	
Total For Dept 744 ORGANIZATIONAL COMMITTEE						2,193.37	
Dept 745 ECONOMIC DEVELOPMENT COMMITTEE							

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 11/01/2022 - 11/30/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY Dept 745 ECONOMIC DEVELOPMENT COMMITTEE 248-745-801.000	CONTRACTUAL SERVICES	GRISSIM-METZ ASSOCIATE	PEDESTRIAN PLAN - FEES 10/1/22 - 11	10762	11/16/22	7,375.00	119468
Total For Dept 745 ECONOMIC DEVELOPMENT COMMITTEE						7,375.00	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						38,725.38	

12/13/2022 11:51 AM
User: Lward
DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 11/01/2022 - 11/30/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		Fund Totals:					
			Fund 248 DOWNTOWN DEVELOPMENT AUTHORI			38,725.38	
			Total For All Funds:			<u>38,725.38</u>	

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
November 15, 2022

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

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, David Cole, Aaron Cozart, Steven Huprich, Mike Jaafar, Jim Long, Ryan McKindles, Greg Presley, Shawn Riley*

Absent: *None*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Patrick Sullivan/City Manager, Sandi Wiktorowski/Finance Director, Marilyn Price/City Council, Barbara Morowski-Browne/City Council, Fred Shiell/Resident, Dave Gutman/Sustainability Committee, Bob Buckhave/Resident, Andrew Krenz/City Council, Nancy Darga/Sustainability Committee, Jeff Snyder/Resident, Joe Kowalski/Plante Moran, Nate Sherub/Plante Moran, Seth Herkowitz/Hunter Pasteur, Omar Eid/Hunter Pasteur, Richard Bahr/Honigman, Beth Saarala/Rosati, Schultz, Joppich, Amtsbuechler*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by McKindles, seconded by Boyd, to approve the agenda and consent agenda.
Motion carries.

DDA BOARD MEMBER UPDATES

Riley introduced David Cole as the newest member of the DDA Board. Cole replaces Greg Richards, who is no longer with Browndog Barlor. Cole is a resident and the owner of Great Harvest Bread in downtown Northville.

2021-22 DDA AUDIT

Ward introduced Joe Kowalski and Nate Sherub of Plante Moran, to present the latest audit results. Kowalski thanked the staff for assistance with the audit. The City is doing a great job with financial records and there were no internal control deficiencies or issues found. The audit was conducted fully in person this year and the DDA audit is done in conjunction with the city

audit. Sherub said some highlights include – the DDA fund balance is \$422,093, of which \$275,058 is unassigned.

Total revenues for the DDA were \$907,000 and expenditures were \$845,000, which created an increase in the fund balance of \$62,000. Revenues were down some from last year. The biggest decrease in expenditures was in the Design Committee, last year's budget included "Heat in the Street", which did not have a line item this year. Captured taxes were up slightly and are consistent with City and Wayne County. Sherub said one note is the commitment for debt service expires in 2025 and the DDA will not be able to capture the library millage in two years. Ward said the capture does not automatically go away, but that the library has an option to continue participating. There have been good discussions surrounding this and the DDA will continue to work on that relationship. Cole asked about Note 4 (page 25 in DDA Board Packet), where the uninsured assets are located. Sherub said they are in DDA bank accounts and are over the FDIC limits. Kowalski said it is not recommended to split these funds over multiple accounts for coverage as the banking systems are very stable, and it is common for a portion of funds to be uninsured.

Motion by Boyd, seconded by Turnbull, to approve audit as presented. Motion carries.

CITIZENS DISTRICT COUNCIL

Ward said DDA staff has been working over the past several months to locate nine members to serve on the Citizens District Council. As members were finalized, CDC member Maureen Szczypla moved out of the DDA and needs to be replaced. DDA staff is recommending replacing Szczypla with Chris Ponder, a downtown resident.

Motion by McKindles, seconded by Buckhave, to follow recommendation of replacing Szczypla with Ponder. Motion carries.

NORTHVILLE DOWNS

Presley is recusing himself from the discussion due to being a member of the HP development design team.

Ward said Seth Herkowitz of Hunter Pasteur (HP) is going to present the financial aspect of the Downs project. There is background information and financial statements also included in the board packet. Herkowitz said HP is happy to be able to present to the DDA board again, to follow their presentation to the DDA Board on August 23, 2022. The purpose of the August presentation was to walk through the site plan, there have been no changes since then. Over the last 60 days, HP had their first public reading at the City Council meeting on September 19, participated in active discussions with the City Manager's office, legal teams and the City's finance team. The last key issue to negotiate is the hard stop on the Brownfield Redevelopment Plan. The taper down approach would wind down with the developer capturing brownfield at 100% in 2031, 75% in 2032, 50% in 2033, 25% in 2034 and 100% to the City in 2035, regardless of whether the developer has been fully paid back. A second option is 100% to the developer in 2031-2033 and 100% to the City in 2034. The difference between the two options is the 100% capture timeframe. HP received a positive recommendation at DPAC last

night, with the condition that the DDA approve an interlocal agreement with the BRA and that the DDA amend their boundaries to include the river park area.

Herkowitz added that it is important to look at quantitative and qualitative benefits including an extension of commercial activity, diversity of housing, increased pedestrian connectivity, all aligned with the City's Master Plan. If HP is unable to proceed with the PUD, they are poised to move forward with an overall smaller scaled multi-family housing community without the community benefits that are currently included.

Richard Barr, from Honigman, said he would review financial framework on the brownfield and PA 210. Barr has been working with the team and City for a good part of the year, piecing together components to make the project feasible. DDA's participation is imperative to make the project successful, including daylighting the river and creating a Riverwalk. Herkowitz added that HP has created a brownfield plan that is going to be considered at the Brownfield Redevelopment Authority (BRA) meeting this afternoon.

Barr said that the brownfield plan focuses on two key components. The first being demolition of the current racetrack and buildings. The developer has spent the past 1.5 years working with Michigan Department of Environmental, Great Lakes and Energy (EGLE), to complete the work required to move forward on the project. The second key component is addressing the materials that were used previously to fill in the river. There will most likely be contaminated fill material that will need to be remediated. This is a substantial part of the brownfield plan budget. The estimated total reimbursement is about \$17.7 million, which includes approximately \$13 million in expected line-item expenditures based on a certain level of design and engineering. The reimbursement stream of the \$17.7 million will come from new taxes expected to be captured under the brownfield plan. A key point to note is it does not use any existing tax capture, only anticipated future revenues.

Barr again mentioned a key part of the project funding is DDA involvement. Barr referred to a map where the upper part in blue indicates the portion of the DDA that overlaps the project site. This is generally called south quad. The map shows the river park area is in pink. Barr said that HP is requesting that the DDA add the river park area to its boundaries to facilitate reimbursement of eligible expenses. Under the DDA Act, the DDA can only spend money on expenses within the DDA district. The Brownfield Plan is going to spend a substantial amount of money in the riverwalk area. Barr said in order to have the DDA legally permitted to use or commit any money toward the activities, the DDA needs to expand their boundaries to include the river park area. Barr added that they will have the boundary lines drawn up by a certified surveyor. The developer anticipates everything west to be privately owned; east would be owned by the City and not on the tax roll. The expenditures are estimated because of two variables - what is going to be collected and what is going to be spent. Barr said they have worked to be as accurate as possible with estimated costs and the only reimbursable costs are items that have been spent. The DDA is currently capturing about \$5,565 per year on the portion within the Downs project. If the DDA participates as requested, it will increase next year to \$18,000 and by 2037 the DDA capture would be approximately \$1,000,000 annually. This is an economic net benefit to the DDA, with indirect benefits including new residents living, shopping and investing in the DDA.

Barr said it is assumed the DDA boundaries will expand to include the Riverwalk/River Park area. Though not necessary, it is recommended that the DDA boundaries be amended to include all of the property north of the new Beal Street, bringing additional revenue and smoothing out the assessing program in the future. The second requested action is authorizing the DDA to enter into an interlocal agreement with the Brownfield Redevelopment Authority. During the course of the brownfield plan, the DDA would retain \$50,000 per year, beginning in 2026. It is estimated that about \$2.9 million of new DDA revenue would be assigned to BRA over the life of the plan.

The DDA will need to amend the Downtown Northville Development and TIF Plan to permit these funds to be spent by the DDA. The DDA will move forward with hiring a consultant and legal counsel to come up with a recommendation and next steps. This process will take time and Barr recommended that the DDA begin this process soon.

McKindles asked, if the DDA experiences a larger increase of TIF revenue and the plan is paid sooner, will the DDA be able to collect the full TIF revenue sooner? Barr said yes, the DDA is being held accountable for just the DDA portion of the \$17.7 million, so it is only based on inflation and actual numbers. McKindles asked if HP is fronting the entire \$17.7 million and is there any oversight or insight to what the actual costs will be. Barr said the developer is motivated not to spend more than necessary and the work plan will be submitted to BRA, EGLE and MEDC for review, to ensure operating oversight in the context of the plan. BRA would likely hire consultants from AKT for additional review. Barr said the disbursement request is reviewed, there are cost controls on the front end and the interlocal agreement could also include a stipulation that the DDA have the ability to review costs as they occur. McKindles asked where the funds sit until disbursement. Barr said the funds are advanced from the bank like a loan, and the receipts are then submitted and approved for future payments. Barr said the developer fronts the money, then over the next couple of years the money is spent and the developer brings receipts for reimbursement. Each year taxes are collected under the brownfield plan, the City's finance director collects, then disburses, funds pursuant to the brownfield plan.

Huprich asked what year is the construction project fully completed. Herkowitz said the goal is end of 2027. Herkowitz said the river component is one of the first segments to finish, with a target estimated completion in 2024. McKindles asked where most of the contamination is located. Barr said there are three contaminated area. First would be the maintenance area for the track, which is located under the track bed and needs to be dug up. Second, there are a couple areas where a heating oil tank may not have been removed. The third and most expensive area is along the river where it was filled in by soil from unknown sources. McKindles asked if the \$17.7 million cost will be reduced if no contamination is found in this area. Barr said yes, the goal is to take several additional samples that are all clean, which is part of the brownfield process.

Wiktorowski asked for clarification on the question of if eligible reimbursements are paid off early, will the DDA collect taxes earlier - that is true for the City but not the DDA because of the tax abatement. Barr said for the apartment building that is correct, however, the residential property is not abated and will go into full capture mode once paid. Wiktorowski said that figure is about \$300,000.

Boyd asked of the PA 210 conflicts with the \$50,000 tax support and if not, why not. Barr said the DDA is capturing on properties both with and without the abatement. The numbers shown on the presentation are net of the tax abatement. There would be more money if there wasn't a tax abatement. Barr added that the PA 210 is a commercial redevelopment tax abatement that has been around for 30-40 years and allows the reduction of the tax rate on commercial development/redevelopments and reduces it to only paying school taxes during the period of abatement. The tax abatement is on the apartment building only, none of the single family residential. Boyd asked the total cost of the project. Herkowitz said the total project cost is about \$300 million. Boyd said the \$17.7 million is such a small fraction, just 6%, of the total project cost, and asked why the HP development hinges on the approval of the tax abatement. Herkowitz said daylighting of the river is a unique component and in order to do the project the developer needs the brownfield and PA 210. Herkowitz added that HP provided a financial number early on in conceptual design phase, as they started to see progress in the project, HP engaged its contractor base and refined the estimates. HP has seen unprecedented increase in costs, resulting in the request for additional revenue.

Boyd asked what the hard stop is for the tax capture. Herkowitz said there will be a definite hard stop date for the transfer of money to HP whether HP has been reimbursed for all their eligible expenses. Boyd also asked referencing the school tax, does that have a direct impact on per pupil funding at Northville schools. Barr said there will be no impact on the per pupil funding. Barr said there are two school taxes, one is a 6-mill state education tax and the second is 18-mill local school operating tax. Under the state funding program, all schools are on a new formula (plan a) the actual school funding the state guarantees the schools a foundational amount, which is unaffected with the brownfield plan. The sinking fund does affect millages and supplemental millages. Ward asked what the typical state participation is. Barr said in terms of the school tax portion of the \$17.7 million, they believe a portion may be approved based on the way EGLE approves costs. It is estimated that MEDC will not want to approve everything. Barr said they think there is a \$1 to \$1.5 million swing in what may or may not be approved. MEDC may request brownfield to make up the difference, which would be less than one year of the capture.

McKindles asked in the hypothetical where the DDA makes up the difference for MEDC, is that the reason why there is 2032, 2033, 2034 included as fluff. Barr said it is more due to the future becoming increasingly difficult to predict. When first estimates were created 6 months ago, interest rates were very low. There have been several negotiations with the City regarding deferred collection of tax revenue. McKindles asked if the time period for the City's tax cap is typical for the end of a brownfield repayment period. Barr said, by law, the reimbursement period can be as long as 30 years, and 75 - 85% of Barr's projects have the longest time period permitted by law. The situation in Northville is different in that the hard stop is needed for maintenance reasons.

Long asked how the numbers were obtained on the one-line sheet in the presentation. Barr said one of the tabs in the calculations was an estimate of future taxable value annually and taxes generated annually. Long asked what if the DDA does not agree to participate in the HP plan, what is the DDA revenue in full without giving up some as financial assistance to the project. Barr said on the gross capture line, it would be approximately \$70,000 in 2025, \$298,000 in 2026, and increase 2% per year until 2031 when there is about \$650,000 in revenue. Once the PA 210 expires it would go up to slightly more than \$1 million in 2036. Long

said to clarify, from 2031-2035 the DDA revenue would be approximately \$650,000. When the tax abatement ends that number increases to \$1,000,000. Sullivan said yes, when all is done, it would amount to a little over \$3 million over the capture period.

Long asked if this financing plan was a new proposal. Barr responded that the developer has always assumed that the DDA would be a part of the financing plan. Ward responded that the PA 210 and the boundary expansions are new concepts in the past couple of months. Long stated that we are hearing much of this request for the first time. Long asked why the DDA needs to help the developer when HP has repeatedly said in the past that they are a big developer. Herkowitz said that HP has continued to be eager and willing to have discussions and the DDA participation is critical. Herkowitz added that without DDA participation, the project will not be able to proceed as designed. The choice is between a relative position, the current tax capture in the DDA is a little over \$5,565 per year; HP has committed \$50,000 throughout the reimbursement period to help with new costs for development and when the brownfield is finished, it will climb to approximately \$600,000 to over \$1 million after the PA 210 concludes.

Ward said the PA 210 is a newer concept and could there be an explanation of financial impacts to the DDA. Unlike the BRA TIF, the decision to approve a PA 210 is solely the discretion of the City Council. Barr said a PA 210 was part of the negotiation with city administration as to whether the developer could find funding for other requests from the City, including the roundabout and other public amenities. This was a response to the City's request on how to find funding for these amenities. During the brownfield reimbursement time period it should not affect what the DDA receives. For example - if the brownfield is fully paid in 2031, the taxes paid from then until the end of the PA 210 will be less, because the PA 210 is going to reduce amount of taxes captured by the DDA from the project. The reason the number is in the \$650,000 range is the impact of the PA 210. Ward asked how the PA 210 impacted the DDA financially. Barr said the difference in revenue for the DDA between \$650/\$680,000 to \$1.05 million is roughly \$400,000 annually.

Ward said there were negotiations with the City on how to find creative ways to help with the need for infrastructure support and the numbers show a net gain for developer; where is the rest of the PA 210 revenue? Barr said it is the impact to deferred realization of the DDA, it is not the entire savings. It is estimating the real dollar savings of the PA 210, if the developer keeps the project timeline is \$3.5 million, and added improvements would be about \$1.6 million. HP is fronting the money and will get it back on the back end under the PA 210. It is based on the value climbing each year. The second is the risk portion, everyone is worried about if the project is slower, or tax revenue doesn't come in as quickly. This risk is being realized by HP for the next 10 or so years.

Ward asked if the City has looked at other ways to find funding for infrastructure improvements, such as bonding, so there isn't so much contributed to the abatement. Wiktorowski said there could be additional options, one is the City will have additional jurisdictions helping to pay. Sullivan asked if revenues come in faster and property values increase quicker, and the brownfield is paid off in 2029-2030, what would happen if the estimates went from \$10 million to \$17.7 million and daylighting of the river comes in at \$22 or \$24 million, is the developer committed to completing the project and absorbing the difference in cost. Herkowitz said HP is eager to hear a response to the two proposals that were given to

the City last week and is open to a firm amount in the brownfield and understand this is an early concept and risk related to environmental testing and uniqueness of the project. HP would be open to having a discussion. Sullivan said the City needs an answer now, is the developer paying for the difference or is it going to be TIF capture and the City would have to come out with the shortfall on the project. Herkowitz reiterated that HP would be interested in further discussions on the hard stop of the amount.

Long said this has been brought up several times at Planning Commission (PC), that HP has been specifically asked who handles overage of items. Randy Wertheimer from HP has said before that HP would cover the overages and Thom Berry of the PC asked at a recent meeting why this has now changed. Long also said of the PUD, his understanding is when HP applied for the PUD there were a number of conditions, one of which was providing a space for the farmers market. Now it appears the City is trying to see if the property on 7 Mile will work, at a cost to the City of \$5 million. Herkowitz said there have been several hours of discussion on the farmers market and a task force has been created on where the best location would be. The site was evaluated in great detail and the property on 7 Mile was proposed as a new location. HP agreed as a condition of the PUD to provide a temporary home for the farmers market in 2023, 2024 and 2025. At that point the farmers market will hopefully be relocated to their new permanent home on 7 Mile. HP has committed \$3 million in TIF capture to help offset future environmental costs on that area and assist with that portion of the development.

Long added that the farmers market costs will increase when you consider the costs for parking, road improvements and more. Five million could be a low number and HP was supposed to provide for this on the PUD. Sullivan said the City does not currently have any answers to that, there are currently negotiations going on for this project and the City has a commitment from the Township to partner on this financial package. This brings the City contribution to approximately \$1.9 million. Ward said the farmers market area is not in the DDA and the DDA is not considering any financial investment for this portion of the project.

Boyd said on page 41 of the presentation, under the year 2031, the tax revenues are similar and the DDA will have a net positive. Wiktorowski said the City is using an increase of about 700 residents. Boyd asked what is the difference in the two numbers with or without the project and can the City handle the added expense. Sullivan said there is not currently a plan for that but the City will start receiving partial tax revenue in 2031. Long said there was a concern that the City would not be able to provide services including police, fire, etc. He added that, per Wiktorowski, the developer calculations are based on future year assumptions, but looking at future years is risky due to fluctuations in economy and costs. Long said the presentation lists revenues but doesn't have expenses and the proposed park is to be part of the DDA. This is out of character for the DDA, the DDA is here to keep the downtown going strong. Long also said based on this proposal, the DDA will have to hire a consultant to get legal advice. DDA staff will need to monitor the expanded area, this may also require additional staff. If the DDA makes the park part of the DDA there will probably also be more maintenance. Ward said that current negotiations include the HOA and apartment building contributing \$25,000 annually for Central Park and Riverwalk Park, with a total annual cost being \$125,000. Parks and Recreation will be picking up the difference at an 85/15 between the Township and City.

Boyd asked what the DDA punch list is for the project. Beth Saarala of Rosati, Schultz, Joppich and Amtsbuechler, said that once the brownfield is approved, the BRA and DDA will go into an

interlocal agreement for whatever percentage is agreed upon in the agreement. Looking at the presentation, other stipulations in the agreement include the ability to retain funds of \$50,000 annually and how costs get assigned. Herkowitz said the \$50,000 goes to the DDA during the reimbursement period to meet unexpected costs that may emerge. Saarala said another punch list item is to adjust the DDA boundary. The DDA needs to hire a consultant to put together a map, a development plan on the river park, an amendment to the TIF plan, and how that amended TIF plan works with the development plan. The Citizens District Council (CDC) will look at the TIF plan and development plan, then give an advisory opinion to the DDA board and City Council on whether the newly amended plan should be adopted. Ward said the plan was last amended in 2017 and the DDA hired consulting firm Beckett and Raeder. Ward said another key is who pays for the expansion of the DDA boundaries, in 2017 the cost was approximately \$7,000 and included the consulting fees. Saarala said there will then be a public hearing process, at least 20 days in advance to taxing jurisdictions.

Cozart said if the DDA is looking at an expanding the boundary, should the DDA also consider other areas that have previously been discussed as part of an expansion. Ward said that all potential areas will be considered. McKindles said it is unknown whether the land is contaminated and it is not currently generating much revenue. Barr said if the project does not happen and tax revenue drops, the City will have even less revenue. McKindles said the City/DDA is partnering with HP and the development is a shared risk and partnership. The developer could go ahead and develop the project but the City has a chance to improve on some items that they want as well. There is an opportunity for HP to do a great project and the community could have some great amenities, but there somehow needs to be some type of cap on time.

Herkowitz said, to clarify, HP originally did not have a cap and did come up with a cost sharing plan starting in 2031, of a 50/50 split to allow for some tax revenue. The City then asked for a hard cap, and since that time, the hard cap was 2033 with 50% going to the City in 2032 and a hard cap to end in 2033. HP responded with two options: first being the developer would develop 100% of TIF in 2031, 75% in 2032, 50% in 2033, 25% in 2034 and a hard stop in 2035. The second option would be 100% in 2031-2033 and the City getting 100% in 2034. The hard stop is same but the percentages are different. Herkowitz added that this is an historic and significant investment into the community. HP is fronting all of the funds over many years, which brings up an added risk. McKindles asked if the DDA isn't paid back in 2031 and bottom out in 2028, and the DDA needs to bridge the gap, is the City in a good spot to cover and bond through until the hard stop in 2034, and is the City comfortable with either proposal. Sullivan said the City evaluated the proposal and is uncomfortable going past 2031 without revenue; a counter proposal from the Executive Committee was to extend to 2033 and HP had responded with an even longer timeframe.

Boyd asked if there was a time certain end date in the future; Herkowitz said it currently is in 2033 where the City then captures 100%. Boyd asked to Saarala, what are the open items. Saarala said the DDA needs to hire a consultant to prepare documents relative to district boundary expansion to include the Riverwalk Park. This includes three documents to amend – district boundary map, development plan, and TIF plan. The second is, once the brownfield plan is approved by the BRA, the DDA needs to enter into an interlocal agreement with the BRA to determine how tax capture will pay for the Riverwalk. The third item is the statutory process, for the CDC to give an advisory stance and have public hearings. Saarala added that

the requested action today would include the first two items. Boyd asked about the existing DDA sunset in 2040. Ward said it is recommended to extend the sunset on the DDA.

Buckhave said if the project did not move forward for whatever reason and agreements have been made, do the agreements remain in effect if someone else takes on the project. Saarala said if for some reason it was transferred to another developer, the agreement is binding by the development and would go to the next developer. Long said the DDA is fragile, and has hired a consulting firm to look at the street closures in partnership with the City due to not being able to pay fully for a consultant. Ward said that is inaccurate statement, the DDA has reserves but did a 50/50 split with the City as a good faith partnership. Long also said the development will create millions in expenses for the DDA to create parking for people coming in to town. Herkowitz said there will be \$400,000 of additional revenue to the City to support parking and other infrastructure improvements.

Cole asked what will happen to the property that HP currently owns if the development is not approved. Herkowitz said HP is hopeful on the approvals, and HP has done everything possible over the past four years to make the project happen. If HP is not able to get an approval, HP would pursue the option of a multifamily residential plan with a unit count of approximately 280 units and 580 parking spaces. The future of the south portion would be questionable, Toll Brothers would walk away, the track would leave and the property would be vacant. Herkowitz added that there are very few developers that would be able to handle a development of this size and caliber. It needs to be rezoned and the only way to do so is with the PUD.

Jeff Snyder, resident in Beal Town, said he wants to bring to light some direct impacts due to the development. Beal Street would run all the way through Beal Town once complete. The rendering of the site plan as an observation, shows the river moved east to run along River Street. The slope down to the river is right at the edge of River Street. The rendering from meetings shows about a 160' wide space which includes the slope down the river. By moving it to the east HP is impacting the neighborhood. When the neighborhood is in a flood stage, traffic could veer off into a flood plain. Snyder said he is concerned about the dangers of the drop from Beal to 7 Mile and hopes the proposed expansion area would be expanded to the west or keep the river in its current historical position.

McKindles said that this is a good point and the DDA should consider this when discussing boundary expansion. Herkowitz said this issue will be exhausted and there is an ongoing engagement with OHM and Seiber Keast Engineers. There will also be a public engagement process before submitting final site plans.

Bob Buckhave, downtown resident, said as an investor he would never buy a piece of property that would not offer a return on investment. In essence, the DDA would be buying a piece of land that creates no revenue. B. Buckhave added that the DDA is acting as a flow through benefit of the TIF and this will be an expense to the DDA in the long run. B. Buckhave said he is nervous about the source of income to the City.

Motion by Long, seconded by McKindles, to table the discussion until the DDA Board has an opportunity to further study the information. **Yea:** Buckhave, Long. **Nay:** Cole, Riley, McKindles, Jaafar, Huprich, Cozart, Boyd, Turnbull. **Abstain:** Presley. **Motion fails.**

Motion by Boyd, seconded by McKindles, to authorize staff to retain appropriate counsel to prepare documentation necessary for boundary expansion and interlocal agreement with intention of executing financial support of the Northville Downs project as presented. **Yea:** Turnbull, Boyd, Buckhave, Cozart, Huprich, Jaafar, McKindles, Riley, Cole. **Nay:** Long. **Abstain:** Presley.

Presley abstained as he is part of the development team on the Downs project, and did not vote on the DDA boundary expansion and interlocal agreement.

COMMITTEE INFORMATION AND UPDATES

With respect to scheduling, committee updates will be conducted at the next meeting.

BOARD COMMUNICATIONS

None

Motion by Presley, seconded by McKindles to adjourn the DDA Board meeting. **Motion carried.**

Meeting adjourned at 10:54 am.

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

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2023

Attachment 4.d

2ND QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS & OTHER LOCAL SOURCES									
248-000-677.000	SPONSORSHIPS	38,000	0	682	0	0	38,682	41,183	106.47
	GRANTS & OTHER LOCAL SOURCES	38,000	0	682	0	0	38,682	41,183	106.47
INTEREST									
248-000-665.000	INTEREST - INVESTMENT POOL	0	3,570	2,430	0	0	6,000	3,040	50.66
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBU	30	970	1,500	0	0	2,500	1,118	44.70
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650	0	350	0	0	7,000	2,860	40.86
248-000-665.400	INVESTMENT POOL BANK FEES	(100)	0	(500)	0	0	(600)	(168)	28.04
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750)	0	0	0	0	(750)	(221)	29.50
248-000-665.600	BANK LOCKBOX FEES	(200)	(800)	0	0	0	(1,000)	(175)	17.53
248-000-665.700	CUSTODIAL FEES	(140)	0	0	0	0	(140)	(53)	37.75
248-000-669.000	UNREALIZED MARKET CHANGE IN IN	0	(3,740)	(8,260)	0	0	(12,000)	(9,344)	77.86
	INTEREST	5,490	0	(4,480)	0	0	1,010	(2,943)	(291.50)
LICENSES, FEES, & PERMITS									
248-000-490.090	NEWSPAPER RACK REGISTRATION FE	180	0	0	0	0	180	180	100.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT F	15,000	(1,154)	0	0	0	13,846	1,034	7.47
	LICENSES, FEES, & PERMITS	15,180	(1,154)	0	0	0	14,026	1,214	8.66
MISCELLANEOUS REVENUES									
248-000-626.000	MISCELLANEOUS REVENUE	1,610	(1,410)	361	0	0	561	561	100.00
248-000-626.110	EV CHARGING STATION REVENUE	0	1,515	0	0	0	1,515	0	0.00
	MISCELLANEOUS REVENUES	1,610	105	361	0	0	2,076	561	27.02
PROPERTY TAXES									
248-000-404.000	CURRENT PROPERTY TAXES	814,558	(3,319)	363	0	0	811,602	706,491	87.05
248-000-418.000	PROPERTY TAXES - OTHER	(1,000)	0	0	0	0	(1,000)	(3)	0.30
248-000-451.000	DDA OPERATING LEVY	67,216	(90)	0	0	0	67,126	64,891	96.67
	PROPERTY TAXES	880,774	(3,409)	363	0	0	877,728	771,379	87.88
RENTAL INCOME									
248-000-667.020	RENT - SHORT TERM	700	0	0	0	0	700	380	54.29
	RENTAL INCOME	700	0	0	0	0	700	380	54.29
FUND BALANCE RESERVE									
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	0	0	19,287	0	0	19,287	0	0.00
	FUND BALANCE RESERVE	0	0	19,287	0	0	19,287	0	0.00
STATE REVENUES									
248-000-573.000	LCSA - PERS PROP TAX REIMBURSE	36,000	(11,569)	0	0	0	24,431	24,431	100.00
	STATE REVENUES	36,000	(11,569)	0	0	0	24,431	24,431	100.00
TOTALS FOR DEPT 000-		977,754	(16,027)	16,213	0	0	977,940	836,205	85.51

Year Ended 06/30/2023

2ND QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
TOTAL Revenues		977,754	(16,027)	16,213	0	0	977,940	836,205	85.51
DEPT: 573-DPW SERVICES									
248-573-706.000	WAGES - REGULAR FULL TIME	11,500	0	(3,500)	0	0	8,000	1,383	17.29
248-573-707.000	WAGES - REGULAR OVERTIME	500	0	0	0	0	500	0	0.00
248-573-725.000	FRINGE BENEFITS	11,000	0	(3,500)	0	0	7,500	1,315	17.53
248-573-801.020	AUTOMOTIVE SERVICE	525	0	0	0	0	525	121	22.99
248-573-943.000	EQUIPMENT RENTAL - CITY	11,135	0	0	0	0	11,135	618	5.55
TOTALS FOR DEPT 573-DPW SERVICES		34,660	0	(7,000)	0	0	27,660	3,437	12.43
DEPT: 741-DESIGN COMMITTEE									
248-741-706.000	WAGES - REGULAR FULL TIME	22,605	0	0	0	0	22,605	10,382	45.93
248-741-709.000	WAGES - PART TIME	64,880	0	0	0	0	64,880	40,976	63.16
248-741-725.000	FRINGE BENEFITS	13,540	0	0	0	0	13,540	7,687	56.77
248-741-726.000	SUPPLIES	500	0	475	0	0	975	973	99.82
248-741-775.200	DOWNTOWN MATERIALS	27,145	0	0	0	0	27,145	912	3.36
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	800	0	530	0	0	1,330	1,331	100.04
248-741-775.900	FUEL & OIL	400	0	600	0	0	1,000	552	55.21
248-741-801.000	CONTRACTUAL SERVICES	31,470	0	0	0	0	31,470	10,056	31.96
248-741-801.160	RESTROOM PROGRAM	4,000	0	0	0	0	4,000	1,515	37.88
248-741-920.010	ELECTRIC POWER	1,420	0	2,320	0	0	3,740	1,678	44.88
248-741-920.020	NATURAL GAS	8,410	0	0	0	0	8,410	482	5.73
248-741-920.030	WATER & SEWER SERVICE	9,300	0	0	0	0	9,300	5,775	62.10
248-741-938.120	LANDSCAPE MAINTENANCE	35,310	0	0	0	0	35,310	301	0.85
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000	0	0	0	0	2,000	0	0.00
248-741-955.210	SIGNAGE & MARKERS PROJECT	500	0	0	0	0	500	0	0.00
248-741-962.500	VEHICLE INSURANCE	420	35	0	0	0	455	339	74.51
248-741-976.010	STREET FURNISHINGS	37,500	0	0	0	0	37,500	29,284	78.09
TOTALS FOR DEPT 741-DESIGN COMMITTEE		260,200	35	3,925	0	0	264,160	112,243	42.49
DEPT: 742-MARKETING COMMITTEE									
248-742-706.000	WAGES - REGULAR FULL TIME	18,085	0	0	0	0	18,085	8,318	45.99
248-742-709.000	WAGES - PART TIME	30,865	0	0	0	0	30,865	14,186	45.96
248-742-725.000	FRINGE BENEFITS	8,625	0	0	0	0	8,625	4,204	48.74
248-742-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
248-742-801.000	CONTRACTUAL SERVICES	55,865	0	0	0	0	55,865	23,344	41.79
248-742-801.340	WEB SITE MAINTENANCE	1,355	0	0	0	0	1,355	879	64.90
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTI	50,100	0	0	0	0	50,100	34,189	68.24
248-742-955.190	BUSINESS RETENTION PROGRAM	750	615	0	0	0	1,365	1,365	100.00
TOTALS FOR DEPT 742-MARKETING COMMITTEE		165,695	615	0	0	0	166,310	86,485	52.00
DEPT: 743-PARKING COMMITTEE									
248-743-706.000	WAGES - REGULAR FULL TIME	9,045	0	0	0	0	9,045	4,159	45.98
248-743-725.000	FRINGE BENEFITS	3,445	0	0	0	0	3,445	1,556	45.17
248-743-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	500	0	0	0	0	500	0	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000	0	0	0	0	50,000	25,000	50.00
248-743-995.230	O/T TO PARKING FUND	123,660	0	0	0	0	123,660	49,330	39.89
TOTALS FOR DEPT 743-PARKING COMMITTEE		186,700	0	0	0	0	186,700	80,045	42.87
DEPT: 744-ORGANIZATIONAL COMMITTEE									
248-744-706.000	WAGES - REGULAR FULL TIME	13,565	0	0	0	0	13,565	6,271	46.23
248-744-709.000	WAGES - PART TIME	20,120	0	0	0	0	20,120	9,676	48.09
248-744-725.000	FRINGE BENEFITS	5,745	0	0	0	0	5,745	3,168	55.14

Year Ended 06/30/2023

2ND QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
248-744-726.000	SUPPLIES	2,750	0	0	0	0	2,750	882	32.06
248-744-730.000	POSTAGE	50	0	0	0	0	50	32	63.60
248-744-731.000	PUBLICATIONS	65	0	0	0	0	65	0	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,530	185	285	0	0	3,000	2,976	99.18
248-744-802.010	LEGAL SERVICES - GENERAL	11,000	0	0	0	0	11,000	3,306	30.05
248-744-805.000	AUDITING SERVICES	5,250	0	0	0	0	5,250	4,723	89.96
248-744-900.000	PRINTING & PUBLISHING	1,215	0	0	0	0	1,215	339	27.90
248-744-920.000	UTILITIES	1,300	0	0	0	0	1,300	615	47.30
248-744-958.000	MEMBERSHIP & DUES	1,395	0	0	0	0	1,395	1,000	71.68
248-744-960.000	EDUCATION & TRAINING	850	0	0	0	0	850	0	0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE	6,450	(2,160)	0	0	0	4,290	3,218	75.00
248-744-962.010	INSURANCE - SPECIAL EVENTS POI	0	2,500	0	0	0	2,500	2,356	94.24
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,220	0	0	0	0	13,220	3,305	25.00
TOTALS FOR DEPT 744-ORGANIZATIONAL COMMITTEE		85,505	525	285	0	0	86,315	41,867	48.50
DEPT: 745-ECONOMIC DEVELOPMENT COMMITTEE									
248-745-706.000	WAGES - REGULAR FULL TIME	27,125	0	0	0	0	27,125	12,461	45.94
248-745-725.000	FRINGE BENEFITS	10,340	0	0	0	0	10,340	4,662	45.08
248-745-726.000	SUPPLIES	100	0	0	0	0	100	0	0.00
248-745-801.000	CONTRACTUAL SERVICES	0	0	23,850	0	0	23,850	7,375	30.92
248-745-803.200	PLANNING & DESIGN STUDIES	0	0	15,000	0	0	15,000	0	0.00
248-745-955.190	BUSINESS RETENTION PROGRAM	500	0	0	0	0	500	0	0.00
TOTALS FOR DEPT 745-ECONOMIC DEVELOPMENT COMMITTEE		38,065	0	38,850	0	0	76,915	24,498	31.85
DEPT: 906-DEBT SERVICE									
248-906-995.303	O/T TO DEBT SERVICE FUND	169,880	0	0	0	0	169,880	7,440	4.38
TOTALS FOR DEPT 906-DEBT SERVICE		169,880	0	0	0	0	169,880	7,440	4.38
DEPT: 999-RESERVE ACCOUNTS									
248-999-999.000	UNALLOCATED RESERVE	37,049	(17,202)	(19,847)	0	0	0	0	0.00
TOTALS FOR DEPT 999-RESERVE ACCOUNTS		37,049	(17,202)	(19,847)	0	0	0	0	100.00
TOTAL Expenditures		977,754	(16,027)	16,213	0	0	977,940	356,015	36.40
TOTAL FOR FUND 248									
REVENUES:		977,754	(16,027)	16,213	0	0	977,940	836,204	85.51
EXPENDITURES		977,754	(16,027)	16,213	0	0	977,940	356,013	36.40
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	480,191	0.00

Northville DDA
 FY 2022-23 Proposed DDA
 Budget 2nd Quarter Budget
 Explanations

Line Item #	Classification	Description of Amendment	Increase in Planned Earnings	Decrease in Planned Earnings
Revenue				
248-000-404.00	Current Property Taxes	Actual Earnings – Captured non streets summ	\$369	
248-000-404.00	Current Property Taxes	Actual Earnings – Restricted for Street Imp.	\$13	
248-000-404.00	Current Property Taxes	Actual Earnings – Captured non street winter		(\$19)
248-000-626.00	Misc. Revenue	Change in Fountain	\$361	
248-000-665.00	Investment Earnings Short Term	Actual Earnings	\$2,430	
248-000-665.19	Investment Earnings – Long term	Actual Earnings – Long Term MI Class	\$1,500	
248-000-665.20	Investment Earnings – Long	Actual Earnings	\$350	
248-000-665.40	Investment Pool bank Fees	Actual Fees		(\$500)
248-000-669.00	Unrealized Market Change	Actual Change		(\$8,260)
Subtotal			\$5023	(\$8,779)
Total				(\$3,756)
DPW				
248-573-706	Wages and Salaries – Full Time	DPW Staff	(\$3,500)	
248-573-725	Fringe Benefits	DPW	(\$3,500)	
Design				
248-741-726.00	Supplies	Maintenance Equipment		\$475
248-741-775.21	Social District Expenses	Signage		\$530
248-741-775.90	Fuel & Oil	Fuel Usage		\$600
248-741-920.01	Electrical Service	Town Square & Walkway – 127 E. Main “CC”		\$1,420
248-741-920.01	Electrical Service	Clock, Outlets, Band Shell “J” – 150 E Main		\$900

			Reduction in Planned Spending	Increase in Planned Spending
Marketing				
none				
Organizational				
248-744-801.19	Technology Services	Comcast DSL - cancelled		\$285
Economic Dev.				
248-745-801.00	Contractual Services	Pedestrian Plan		\$23,850
248-745-803.200	Planning Studies	DDA Boundary Expansion		\$15,000
Parking				
none				
Subtotal			(\$7,000)	\$43,705
Total Impact to DDA Budget to Date				\$36,705

Annual Report on Status of Tax Increment Financing Plan

<p>Send completed form to: Treas-StateSharePropTaxes@michigan.gov</p>	<p>Enter Municipality Name in this cell</p>	<p>TIF Plan Name</p>	<p>For Fiscal Years ending in</p>
<p>Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)</p>	<p>Downtown Development Authority</p>		<p>2022</p>
<p>Year AUTHORITY (not TIF plan) was created:</p>		<p>1978</p>	
<p>Year TIF plan was created or last amended to extend its duration:</p>		<p>2015</p>	
<p>Current TIF plan scheduled expiration date:</p>		<p>2040</p>	
<p>Did TIF plan expire in FY22?</p>		<p>No</p>	
<p>Year of first tax increment revenue capture:</p>		<p>1979</p>	
<p>Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?</p>		<p>No</p>	
<p>If yes, authorization for capturing school tax:</p>			
<p>Year school tax capture is scheduled to expire:</p>		<p>N/A</p>	

Revenue:

Tax Increment Revenue	\$	767,750
Property taxes - from DDA millage only	\$	63,393
Interest	\$	(16,134)
State reimbursement for PPT loss (Forms 5176 and 4650)	\$	39,868
Other income (grants, fees, donations, etc.)	\$	51,947
Total	\$	906,824

Tax Increment Revenues Received

		Revenue Captured
From counties	\$	222,820
From cities	\$	442,789
From townships	\$	-
From villages	\$	-
From libraries (if levied separately)	\$	31,356
From community colleges	\$	64,820
From regional authorities (type name in next cell)	Huron Clinton Metro	\$ 5,965
From regional authorities (type name in next cell)		\$ -
From regional authorities (type name in next cell)		\$ -
From local school districts-operating	\$	-
From local school districts-debt	\$	-
From intermediate school districts	\$	-
From State Education Tax (SET)	\$	-
From state share of IFT and other specific taxes (school taxes)	\$	-
Total	\$	767,750

Expenditures

Design	\$	205,934
Marketing	\$	131,655
Parking	\$	158,908
Organizational	\$	102,272
Public Works	\$	24,478
Economic Development	\$	46,930
Debt Service- Pass through	\$	174,685
	\$	-
	\$	-
	\$	-
	\$	-
Transfers to other municipal fund (list fund name)	\$	-
Transfers to other municipal fund (list fund name)	\$	-
Transfers to General Fund	\$	-
Total	\$	844,862

Total outstanding non-bonded Indebtedness	Principal	\$	480,000
	Interest	\$	30,069
Total outstanding bonded Indebtedness	Principal	\$	-
	Interest	\$	-
	Total	\$	510,069
Bond Reserve Fund Balance		\$	-
Unencumbered Fund Balance		\$	-
Encumbered Fund Balance		\$	-

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value
Ad valorem PRE Real	\$ 1,493,657	\$ 485,252	\$ 1,008,405
Ad valorem non-PRE Real	\$ 31,392,413	\$ 5,575,896	\$ 25,816,517
Ad valorem industrial personal	\$ -	\$ -	\$ -
Ad valorem commercial personal	\$ 2,472,800	\$ 742,140	\$ 1,730,660
Ad valorem utility personal	\$ -	\$ -	\$ -
Ad valorem other personal	\$ -	\$ -	\$ -
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -
IFT New Facility personal property, all other	\$ -	\$ -	\$ -
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -
Commercial Rehabilitation Act	\$ -	\$ -	\$ -
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -
Exempt (from all property tax) Real Property	\$ -	\$ -	\$ -
Total Captured Value		\$ 6,803,288	\$ 28,555,582



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Summer Music Series

Date: December 20, 2022

Background:

The DDA has been working with JAG Entertainment to produce the summer music series for many years. Now that the Pandemic is waning, the DDA is changing the concert series to have more stage band concerts in Town Square. The stage bands will perform on the second and fourth Saturday of each month.

The DDA will continue their small acoustic concerts Friday on Main Street and Saturday on Center Street when big bands are not scheduled. The acoustic music is meant to be background music for those that are downtown dining or shopping. All concerts will be held from 7-9 pm. The DDA has also made a change to the number of weeks music is provided downtown. Last year the concerts started on the first weekend in June and ended on the last weekend in October. In 2023 the concert series will begin on June 2nd and end on September 30th. A separate concert is scheduled for October 6, 2023 as part of the Skeleton's Are Alive! Event.

Analysis:

This year, the majority of the concerts will remain acoustic but in addition the DDA plans to add 8 stage bands on the 2nd and 4th Saturday, June - September. The series will start on the first weekend in June and continue through the end of September, 36 concerts in total.

Budget:

The contract approved for last year's music series totaled \$29,100. This year, the DDA has budgeted \$32,800 for the Friday and Saturday night music. The increased costs provide for the addition of 4 more stage bands and an increased budget for each stage band. The DDA has budgeted \$12,800 in support and the remainder will be funded by outside sponsorship. The music is estimated at \$600 per night for the 28 acoustic concerts and \$2,000 per night for the 8 stage bands totaling \$32,800. JAG will provide talent acquisition, scheduling, event management and technical production.

Recommendation:

It is recommended that the DDA Board of Directors approve the attached contract (Attachment A) with JAG entertainment in the amount of \$600 per acoustic concert and \$2,000 per stage concert totaling \$32,800 to provide talent, sound equipment and management for the summer music series, and authorize the DDA Director to execute the contract on behalf of the DDA.



Northville DDA

“Friday/Saturday Concerts 2023”

Over the past 2 years, the Northville DDA and JAG Entertainment have partnered to create a one-of-a-kind atmosphere in downtown Northville. In 2020 the traditional concert series was not possible however something was needed to help keep the business community economically viable. In talking with the DDA, considering their goals and other programs such as the Twist, JAG Entertainment created a concert program that what would bring atmosphere to the downtown area.

In our opinion the Friday and Saturday night music events have been very successful. It has featured local talent along with regional artists from as far away as Lansing. Looking ahead at 2023, it is time to consider making changes to the program once again. Many visitors have requested a return to the traditional concerts.

2023 Proposed concert program.

The 2023 concert program could include a mix of Solo/Duo acts, consistent with the current program, along with a few larger Town Square concerts.

The Street concerts would continue to be on Friday and Saturday nights between 7 and 9 pm on Main Street and Center Street. The music would be consistent with past years featuring artist from around the area. Music like this is common in bars and restaurants but unique in the streets of Northville, as it encourages people to come and enjoy all the city has to offer and creates a positive atmosphere throughout the downtown.

In 2020 the long-time running concert series had to be canceled due to covid. At this time, we would advocate for the return of this series to complement and offer an alternative to the Acoustic Street Concerts. These concerts would be held from 7 to 9:30 pm, twice a month. We believe that Saturday nights would be the best choice for the concerts, as we are not aware of any other free community concerts that would be in competition with the events.

With this budget, these concerts could feature groups such as, Sean Riley band, Power Play Detroit and Itchycoo Park, for example. Groups like this are generally known throughout the Metro Detroit area, and should attract many fans to the downtown.



Acoustic concert dates budget

June 2nd, 3rd, 9th, 16th, 17th, 23rd and 30th

July 1st, 7th, 8th, 14th, 21st, 22nd, and 28th

August 4th, 5th, 11th, 18th, 19th, and 25th

September 1st, 2nd, 8th, 15th, 16th, 22nd, 29th and 30th

Concert in Town Square budget

June 10th, and 24th

July 15th, and 29th

August 12th, and 26th

September 9th, and 23rd

Included Services:

- Schedule creation
- Artist, Booking and Contracting
- Equipment rental
Sound/lighting
- Delivery
- On site labor.
Setup/operation/teardown of equipment
- On site artist management.
- Artist payment services

- Insurance
- Prepare and deliver IRS 1099-NEC forms

Production Fees per Event:

Acoustic Street Concert = \$16,800
(\$600 each)

Town Square Concert = \$16,000
(\$2,000 each)

Total summer concert costs: \$32,800

JAG Entertainment is an ideal partner for this program, as we provide “turn key” event production services. JAG Entertainment has been a partner in the Northville community, from their beginning in 2010. JAG has also been a partner with other community events created by the Chamber of Commerce and others in Northville.



To: Northville DDA Board of Directors
From: Lori M. Ward, DDA Executive Director
Subject: Purchasing Policy
Date: December 20, 2022

Background:

At a recent Executive Committee meeting the subject of purchasing limits came up. Currently the City's Purchasing Policy requires that sealed bids be required for all transactions involving the expenditure of more than \$5,000. This limit has not been changed in over 20 years. DDA Board member Boyd asked that the issue be placed on the DDA's December agenda for discussion.

The Purchasing Policy (Attachment A) is part of the City's Code of Ordinances and can only be amended by City Council. Boyd suggested that the issue be discussed and if the DDA concurs, the DDA will forward the matter to City Council for their review and action.

Recommendation:

It is recommended that the DDA Board of Directors request that City Council review the City's existing Purchasing Policy to determine if the current limits that exist before sealed bids are required are reasonable or if they should be reviewed and modified to address the increased cost of goods and services.

- CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE V. - FINANCE
DIVISION 2. PURCHASES, SALES, CONTRACTS

DIVISION 2. PURCHASES, SALES, CONTRACTS

Sec. 2-181. General policy.

The general policies regarding purchases, sales and contracts are as follows:

- (1) All purchases shall be evidenced by a purchase order signed by the purchasing officer.
- (2) All sales of city property shall be evidenced by a written agreement or contract of sale.
- (3) No sale or purchase shall be divided for the purpose of circumventing the dollar value limitations contained in this division.
- (4) Competitive bidding for any contract of \$20,000.00 or more is required unless the contract is for professional services or emergency repairs or services; provided, however, that this section does not apply to transactions between governmental units.

(Code 1980, § 2-201)

Sec. 2-182. Purchases/lease(s); limitations on and requirements respecting.

- (a) The purchasing agent is hereby authorized to make purchases on behalf of the city in accordance with the following limitations and requirements:
 - (1) On the basis of prudent price, quality and service comparison to obtain the most efficient use of the taxpayers' money, where each such purchase does not exceed the sum of \$2,500.00 and is supported by a budget appropriation.
 - (2) On the basis of price quotations solicited by the purchasing agent, as a basis for determining the best combination of price, quality and service to obtain the most efficient use of the taxpayers' money where each such purchase exceeds \$2,500.00 but does not exceed \$5,000.00 and is supported by a budget appropriation. A written record of the quotations and the basis on which the purchase decision was made shall be kept on file with the purchase order.
 - (3) On the basis of advertising for sealed competitive bids, where each such purchase shall be subject to specific approval by city council before being awarded to one of the bidders.
- (b) No purchase shall be subdivided for the purpose of circumventing the purchasing limits specified in subsection (a) of this section. However, a series of purchases from one vendor which individually are within the above limits, but collectively exceed them, shall not be deemed to be one purchase for purposes of this division if such series of purchases could not reasonably have been made at one time.
- (c) The procedures of subsections (a) and (b) of this section shall not apply to the following:
 - (1) The hiring of employees and contracting for professional services in accordance with city policy.
 - (2) A purchase from a public utility under a city franchise.
 - (3) A purchase made by the purchasing agent through a governmental or other cooperative purchasing agreement which has been approved by the city council.

-
- (4) A purchase made by the purchasing agent to meet an emergency situation, where such purchase is necessary to protect the health, safety and financial interests of the public; provided, however, that if such purchase exceeds the sum of \$2,500.00, it shall be reported to the city council at the next regular council meeting following such purchase.
 - (5) A purchase made by the purchasing agent to take advantage of an unusual opportunity where such purchase is clearly in the interests of the public and is supported by a budget appropriation; provided, however, that if such purchase exceeds the sum of \$2,500.00, it shall be reported to the city council at the next regular council meeting following such purchase.
 - (6) Any purchase for which the city council has waived bids, by unanimous resolution of those present, on the basis that no advantage to the city would result from competitive bidding.
 - (d) Sealed bids shall be asked for in all transactions involving the expenditure of more than \$5,000.00 and the transaction evidenced by written contract submitted to and approved by the council; provided, however, that this requirement shall not extend to instances involving the employment of professional services, and that it may be waived in instances where the council, by unanimous resolution of those present, deems it to be clearly to the city's advantage to contract without competitive bidding.
 - (e) No purchase shall be subdivided for the purpose of circumventing the purchasing limits specified in this section. However, a series of purchases from one vendor which individually are within the limits in this section but collectively exceed them shall not be deemed to be one purchase for purposes of this division if such series of purchases could not reasonably have been made at one time.
 - (f) All open market purchases shall, wherever possible, be based on competitive bids which may be solicited by the purchasing officer via telephone or mail. The purchasing officer shall keep a record of all open market orders and the bids submitted in competition thereon. Such records shall be open to public inspection.
 - (g) Purchases from public utilities with which the city has a franchise shall not be governed by this division.
- (Code 1980, § 2-202)

Sec. 2-183. Sealed bids—Notices inviting.

Notices inviting sealed competitive bids shall be placed in a newspaper of general circulation within the city, or in one or more appropriate trade publications for at least four calendar days prior to the final date for submitting bids. Such notice shall briefly describe the items or services desired, or the nature of the construction project to be undertaken; the amount of the required bid bond, if any; and the date, time and place of filing and opening the bids. The right of the city to accept or reject any or all bids, and to waive irregularities in the best interests of the city, shall be retained. The purchasing agent shall mail copies of such bid notices to such qualified vendors or contractors as he may deem necessary to encourage effective bidding.

(Code 1980, § 2-203)

Sec. 2-184. Same—Form.

Bids submitted in response to such notice shall be sealed and be accompanied by the specified bid bond.

(Code 1980, § 2-204)

Sec. 2-185. Same—Method of handling.

Sealed bids shall be handled in one of the following ways:

-
- (1) The bids shall be received and opened in public, at the place and time designated in the bid notice, by the city council at a regular or special city council meeting. After opening the bids, the council may review and may act on them, or refer them to the city manager for tabulation and recommendation at a designated subsequent city council meeting; or
 - (2) The bids shall be received and opened in public, at the place and time designated in the bid notice, by the city clerk and the city manager or his designee. The clerk and manager or his designee shall make a written record of the bids received, any irregularities which were observed, and a recommendation, if appropriate; and shall sign such record and submit it to the city council at its next regular or special city council meeting.

(Code 1980, § 2-205)

Sec. 2-186. Contracts—Execution.

After award of a contract as provided in this section, the contract documents, including the performance bonds, if required, shall be executed by the successful bidder and submitted to the city attorney for his approval. Upon approval by the city attorney, the mayor and clerk shall be authorized to execute the contract on behalf of the city. All bids and bid bonds and deposits may be retained by the city until the contract is fully executed. If the successful bidder fails or refuses to execute the contract, the bid bond or deposit shall be deemed forfeited, and the council may award the contract to the next lowest responsible bidder, readvertise for new bids, or postpone the project.

(Code 1980, § 2-206)

Sec. 2-187. Same—Validity.

The provisions of this division, except section 2-181, shall be deemed to establish, in general, the procedure to be followed, but shall not be held to be mandatory. Any contract approved by the council and not prohibited by the laws of the state or the provisions of the Charter shall be valid even though one or more of the provisions of this article may not have been observed.

(Code 1980, § 2-208(a))

Sec. 2-188. Sale of property.

Whenever any real or personal city property is not needed for public purposes, the same may be sold, subject to the following provisions:

- (1) Property with a value which does not exceed \$2,500.00 may be sold to the public, or traded to a vendor for other property, for the best price obtainable; provided, however, that no city property shall be sold or traded to a city official or city employee except in accordance with the provisions in subsections (2) and (3) of this section.
- (2) Property of any value may be sold on the basis of competitive bids, in the manner provided in this division for obtaining bids for purchases; or it may be traded to the successful vendor when included in the process of obtaining bids for the purchase of other property.
- (3) Property of any value may be sold without competitive bids when such sale has been approved by the city council, by unanimous resolution of those present, on the basis that no advantage to the city would result from competitive bidding; or when such sale has been approved by three-fifths of the city electors voting thereon at an election.

(Supp. No. 23)

Created: 2022-06-13 15:24:03 [EST]

(Code 1980, § 2-207)

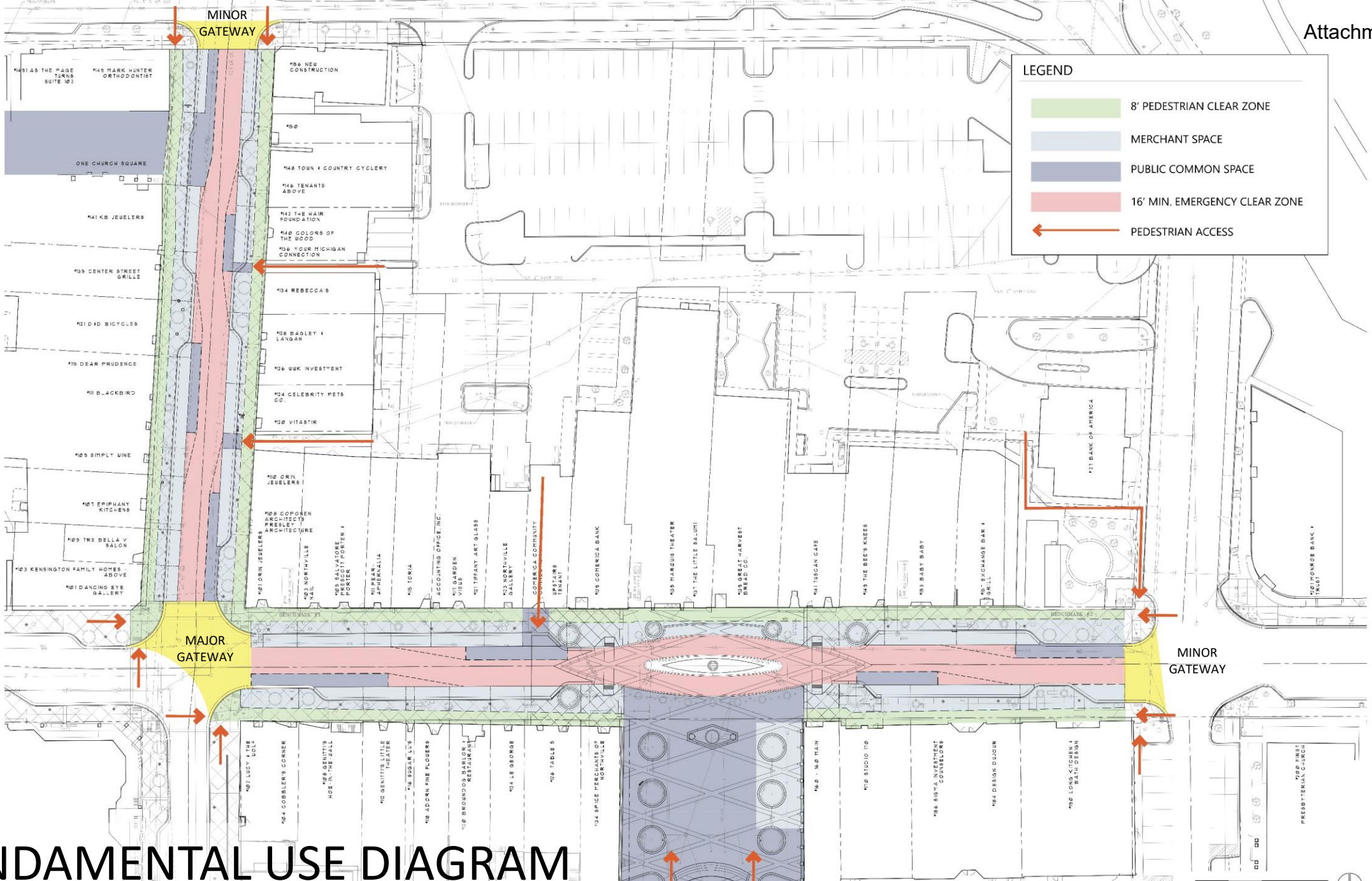
Secs. 2-189—2-210. Reserved.

(Supp. No. 23)

Created: 2022-06-13 15:24:03 [EST]

LEGEND

- 8' PEDESTRIAN CLEAR ZONE
- MERCHANT SPACE
- PUBLIC COMMON SPACE
- 16' MIN. EMERGENCY CLEAR ZONE
- PEDESTRIAN ACCESS

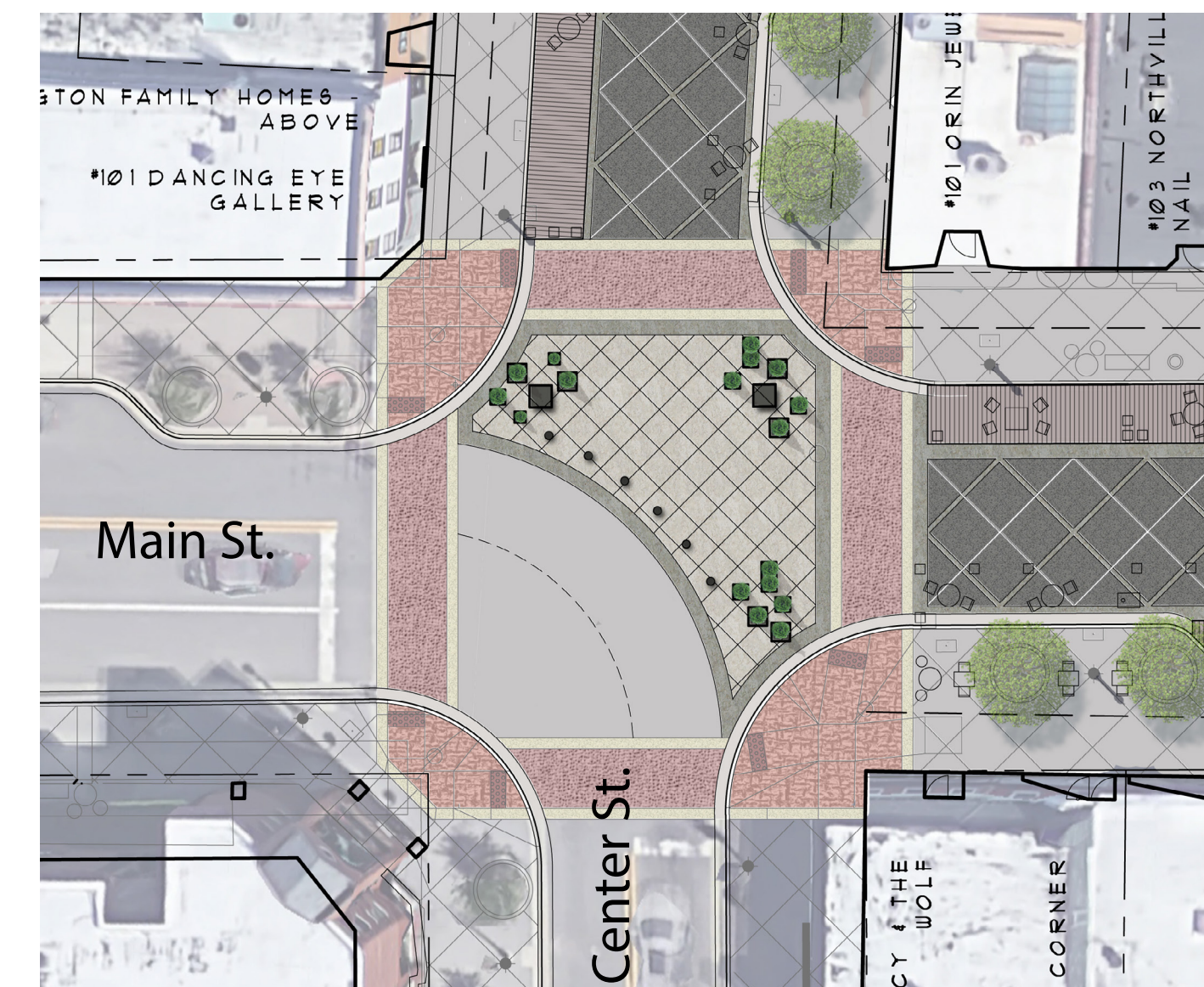


FUNDAMENTAL USE DIAGRAM

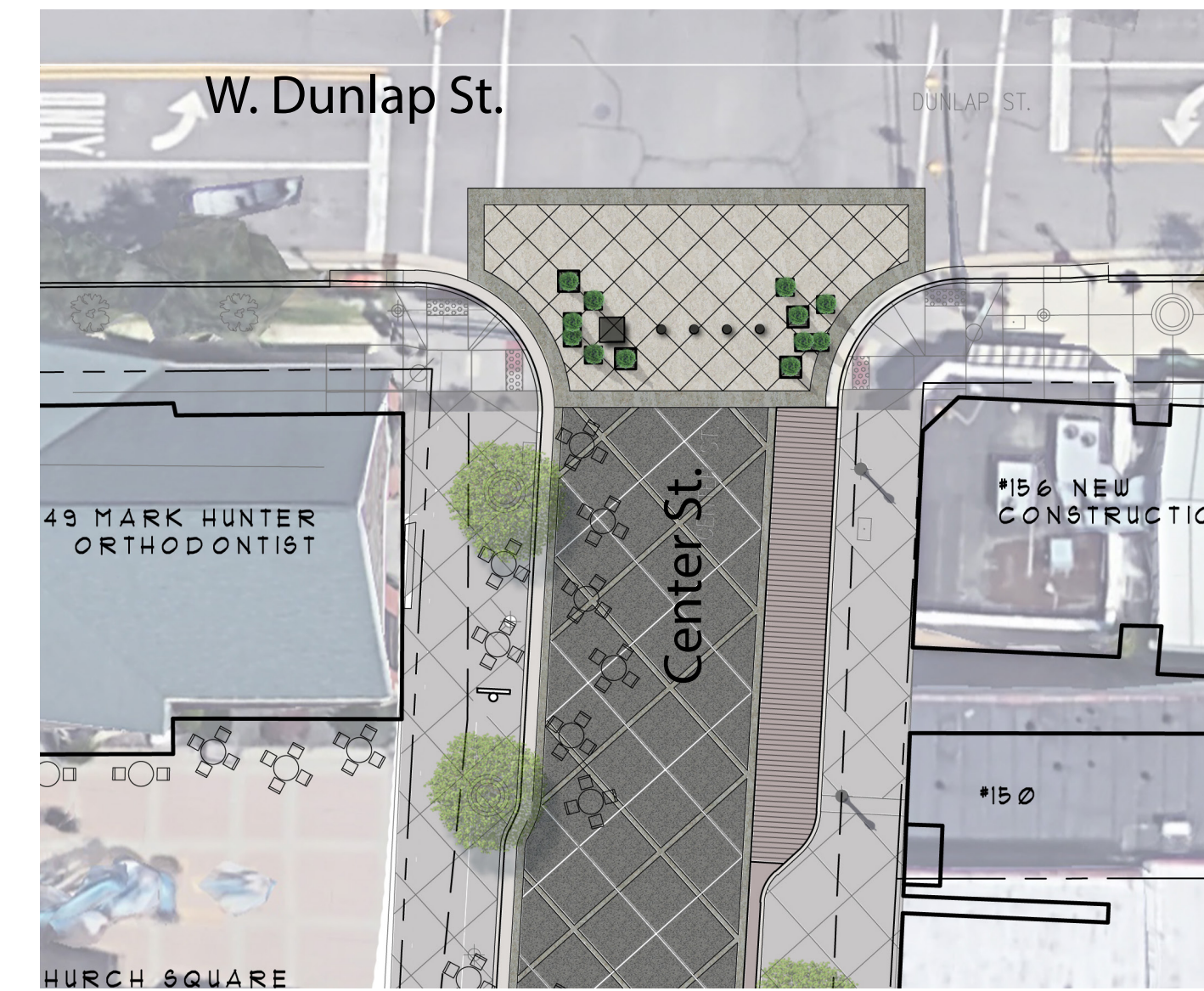


ICONIC MONUMENT TO PORTRAY
NORTHVILLE IDENTITY

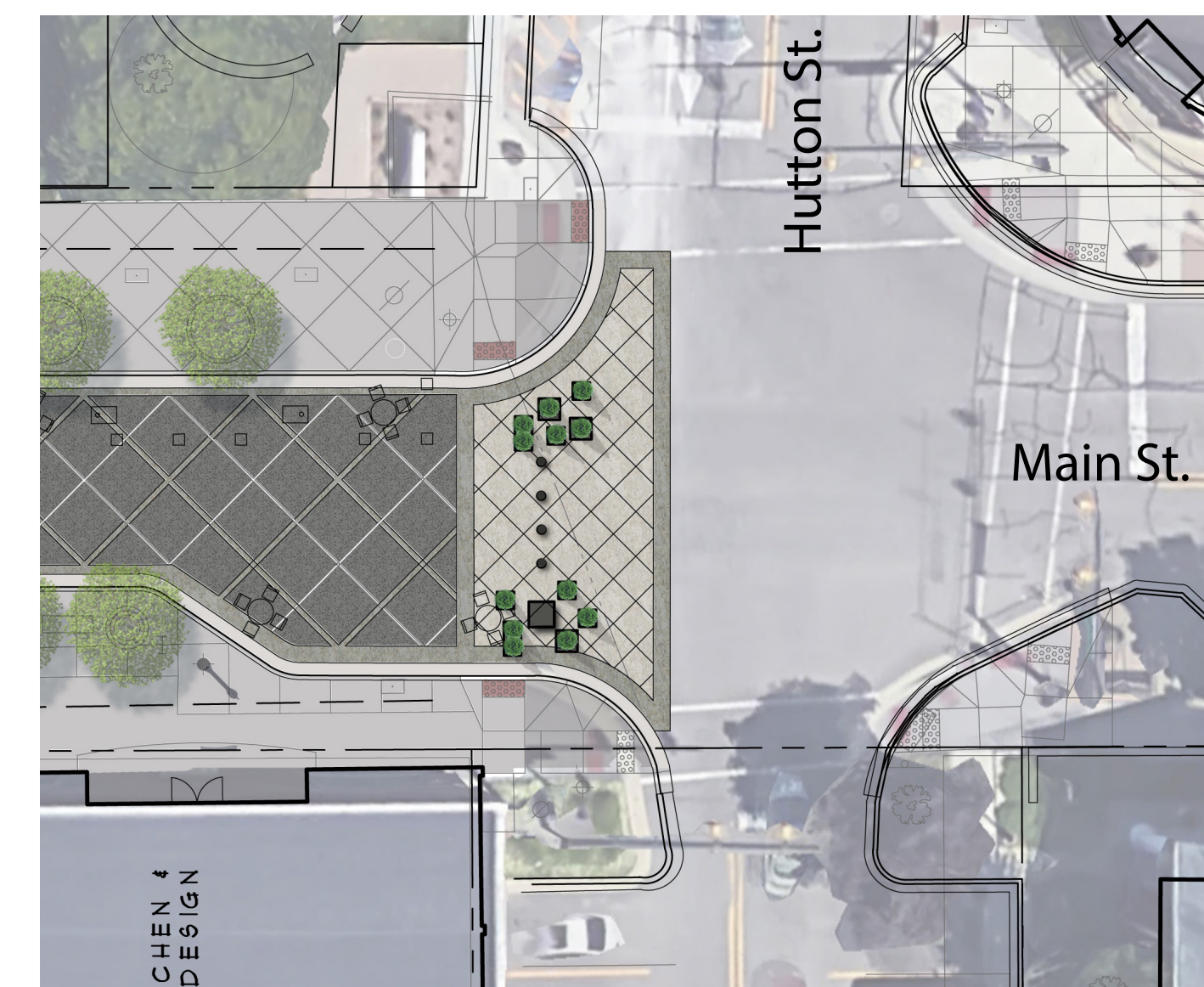
REMOVE TRAFFIC LIGHTS
AND STREET SIGNAGE - ADD
DECORATIVE LIGHTING



MAIN GATEWAY - MAIN & CENTER



SECONDARY GATEWAY - MAIN & DUNLAP



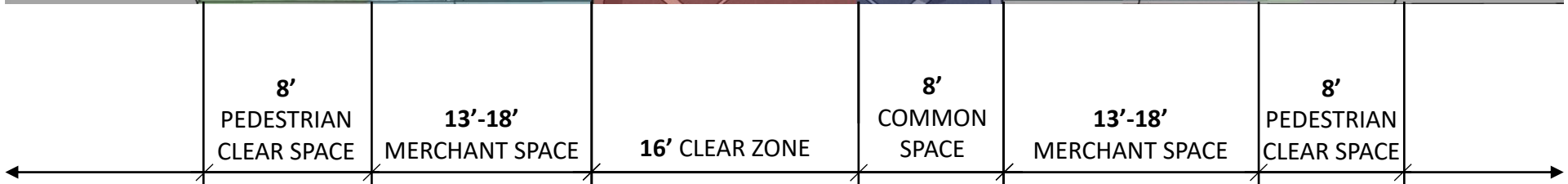
SECONDARY GATEWAY - MAIN & HUTTON

DECORATIVE PAVING
TREATMENTS TO
DELINEATE GATEWAYS

REMOVABLE BOLLARDS
TO CONTROL VEHICULAR
ACCESS

DECORATIVE PLANTERS
WITH EVERGREEN
PLANTINGS

GATEWAYS



TYPICAL STREET SECTION

UTILITIES HIDDEN UNDER DECK
(STORM DRAINAGE NOT IMPEDED)

FLUSH TRANSITION
WITH EXISTING CURB



CURB RAMP BUILT INTO DECK

DINING STRUCTURES ATTACHED TO
DECK SUB-STRUCTURE BELOW

DECKING SYSTEM

TRANSPARENT TOP TO
MAINTAIN VIEWS OF SIGNAGE



RAILING BETWEEN DINING
AND STREET

OPTIONAL AWNING



HIP ROOF

METAL FRAMED STRUCTURE

STRUCTURES

REMOVABLE PANELS ADDED
TO ENCLOSE DURING WINTER



STRUCTURES (WINTER)

FLEXIBLE FURNITURE TO
DELINEATE SPACE

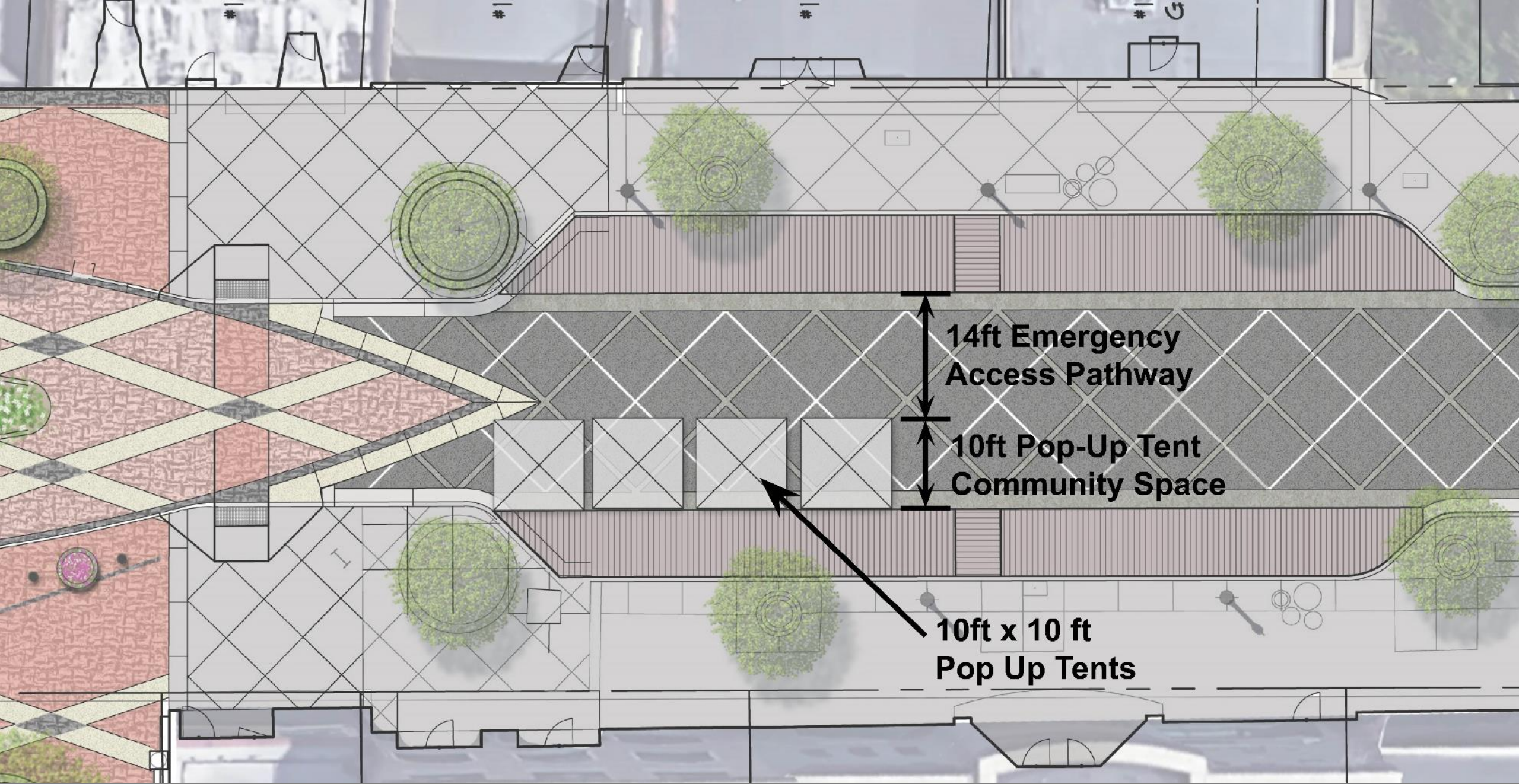
SPACE FOR GAMES

MOVEABLE SEATING

DECORATIVE HEATERS AND LIGHTS



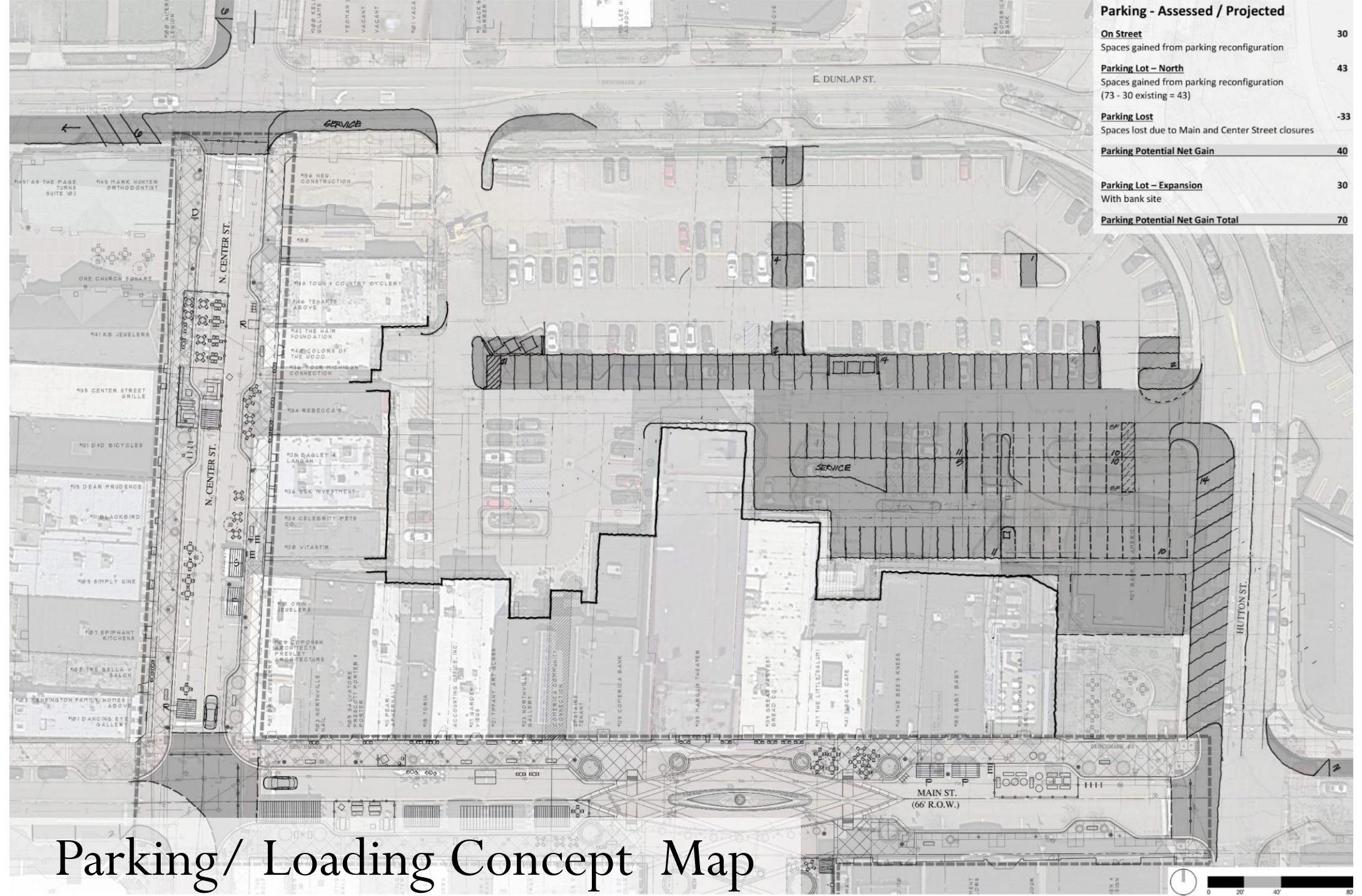
STREET LAYOUT



**14ft Emergency
Access Pathway**

**10ft Pop-Up Tent
Community Space**

**10ft x 10 ft
Pop Up Tents**



Parking - Assessed / Projected	
On Street	30
Spaces gained from parking reconfiguration	
Parking Lot - North	43
Spaces gained from parking reconfiguration (73 - 30 existing = 43)	
Parking Lost	-33
Spaces lost due to Main and Center Street closures	
Parking Potential Net Gain	40
Parking Lot - Expansion	30
With bank site	
Parking Potential Net Gain Total	70

Parking / Loading Concept Map

(In Progress)



DDA Communications

To: DDA Board of Directors

From: Lori M. Ward, DDA Director

Date: December 20, 2022

Re: Funding for preparation of Northville Downs Documents

Background:

On November 15, 2022, the DDA Board of Directors received an updated presentation from HPH which centered on project financing. After deliberation, the DDA board voted *"to retain appropriate counsel/consultants to prepare documentation necessary to expand the DDA boundaries and amend the DDA TIF and Development Plan with intention of executing financial support of the Northville Downs project"*. Nine DDA Board members voted in favor, one voted in opposition, and one member abstained. An interlocal agreement will need to be developed between the DDA and the BRA which spells out the terms of the agreement regarding TIF capture. The DDA will need to review and approve this document.

On direction from the DDA Board, DDA staff solicited a proposal for professional services to assist the DDA with the amendment of the TIF and Development Plan and the extension of the DDA Boundaries (Attachment A) Staff contacted Beckett & Raeder, a landscape architecture, planning and engineering firm located in Ann Arbor. Partner, John Iacoangeli, has assisted the DDA previously with other TIF and Development Plan amendments and has assisted the DDA in the development of 2 strategic plans for downtown. Iacoangeli knows the community well, has provided similar services on previous occasions (Attachment A). The City Council approved the DDA contract with BRI at their December 5, 2022 meeting.

Budget:

The approved Beckett & Raeder proposal totals \$15,000. The DDA has requested that HPH reimburse the DDA for all costs that are incurred by the DDA in preparation and review of the Interlocal Agreement, Development and TIF text and boundary amendments, preparation of the legal descriptions and other directly related expenses.

DDA staff has reached out to HPH on several occasions to request that HPH cover these costs as they are wholly the result of the development of the HPH project and would not otherwise be incurred by the DDA. HPH has indicated that the DDA will be receiving \$50,000 annually from the TIF capture and suggested that the DDA utilize these funds for the expenses. The City's Finance Director has indicated that the DDA would not be receiving these funds until 2026 and the cost of the professional services will be incurred in 2023.

It is anticipated that the costs would be a minimum of \$25,000 and most likely will run higher. On the audio recording of the DDA November meeting, Bill Barr is recorded stated that HPH would be responsible for the cost associated with the survey work and preparation of the legal description.

On December 16, 2022 DDA staff received an email from HPH offering to share 50% of the costs with a cap of \$12,5000. It is anticipated that the costs incurred will be in the range of \$25,000 - \$50,000. The DDA does not have this project in our budget for this year. Further, the amount is roughly 25% of our entire fund balance.

Recommendation:

The services described above would not be necessary if it was not for the development of the Northville Downs project. It is staff's opinion that all of these costs should be reimbursed by the developer. Staff recommends that the DDA not proceed with the boundary expansion or interlocal agreement until the funding can be resolved.

P R O P O S A L

DATE: 11.22.2022

TO: Lori Ward, Executive Director, Northville DDA

FR: John Iacoangeli, FAICP, Partner

Scope of Work: Update of the Amended and Restated Development Plan and Tax Increment Financing Plan (TIF#1 and TIF#2), effective February 28, 2015. The update includes DDA District boundaries changes and the possible creation of TIF#3. The amended and restated plan will comply with the requirements of Part II, PA 57 of 2018. B&R will coordinate the amendment and revision process through the Executive Director. John Iacoangeli, FAICP, will serve as project lead.

B&R responsibilities to include:

1. Preparation of the amended and restated plan.
2. Preparation of the TIF schedules for each respective TIF district.
3. Preparation of maps that illustrate the DDA District (existing, modified and proposed).
4. Attendance at four (4) in-person or virtual meetings held with the DDA, or its steering committee during the preparation of the amended and restated plan.

Northville DDA or City responsibilities to include:

1. Preparation of the legal description for any modified or new DDA district boundary.
2. Presentation of the amended and restated plan to the Citizens District Council.
3. Presentation throughout the adoption process of the amended and restated plan to the City Council.
4. Coordination and collection of all public hearing and adoption process documents that will be referenced in the appendix of the amended and restated plan.
5. City to provide access to GIS parcel information.

Professional Service Fee: Fifteen Thousand Dollars (\$15,000.00) which includes project-related expenses. Any additional services requested and authorized by the Client will be invoiced hourly.

Timeframe: To be determined with the understanding that the DDA wishes to commence as soon as possible on the amendment and restatement process.

Submitted

John Iacoangeli, FAICP, Partner



Dated: November 22, 2022

Accepted

Northville DDA

Dated: _____



DDA Communications

To: DDA Board of Directors

From: Lori M. Ward, DDA Director

Date: December 20, 2022

Re: Funding for preparation of Northville Downs Documents

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Emily C. Palacios

MEMBER

Detroit

palaciose@millerjohnson.com

T 313.672.6934



Emily Palacios focuses her practice on transactional and litigation matters involving real estate, construction, land use, and public law and government affairs. She has practiced law in Michigan since 2002 and is a member in our Detroit office.

Real Estate and Construction

Emily advises clients in all types of real estate transactions, from acquisition and construction to leasing and disposition. Her experience includes converting multiple-family rental properties to condominium projects, due diligence supporting construction financing of commercial and industrial projects, drafting and negotiation of renewable energy (wind and solar) build-transfer agreements, and assisting clients pursue project incentives under the Obsolete Property Rehabilitation Act, Commercial Property Rehabilitation Act, among others.

Emily additionally represents clients in real estate and construction disputes. She litigates claims involving purchase agreements, development agreements, commercial leases, rights of first offer/first refusal, and easements. Her experience also includes prosecuting quiet-title and plat vacation actions in

Practice Areas

- Corporate Real Estate
- Real Estate
- Commercial Real Estate
- Construction
- Environmental
- Government Affairs
- Business and Corporate
- Employment Litigation

Education

- J.D., University of Michigan Law School, *magna cum laude*, 2002
- M.U.P. and B.A., University of Michigan, high honors

Admissions

- Michigan

Honors

- *DBusiness Magazine*: Top Lawyer in Energy Law, Construction Law, and Litigation - Construction
- University of Michigan Law School: Managing Article Editor for the Journal of Law Reform

Professional Affiliations

- State Bar of Michigan: appointed member, Unauthorized Practice of Law Subcommittee; member, Real Property section and Zoning



initiatives.

Professional Affiliations, Activities, and Honors

Emily is a member of the State Bar of Michigan (SBM) and active in the Real Estate and Government Law sections. She is an appointed member of SBM's Unauthorized Practice of Law Committee.

Emily is also member of the Michigan Association of Planning and serves on its Planning Law Committee. She is former municipal planning consultant and held professional certifications from the American Institute of Certified Planners (AICP) and the State of Michigan (Professional Community Planner license).

She is recognized as a Top Lawyer in Energy Law, Construction Law, and Litigation - Construction by *DBusiness Magazine*.

Recent Articles and Presentations

- "COA Affirms Tree Preservation Ordinance Effected a Regulatory Taking," SBM Real Property Law Section e-Newsletter, December 2021
- "New Challenges Face MRTMA Opt-Out Communities in Michigan," Briefly: A Publication of the Government Law Section of the State Bar of Michigan, June 2021
- "Opt-Out Communities Targeted by Marihuana Industry: Ballot Proposals & Litigation Followed." Planning and Zoning News, Vol. 39, No. 2, December 2020
- Presenter, Managing Risk Workshop, Michigan Association of Planning, March 2021 and March 2022



- Co-Presenter, “What is the Impact of FP Development v. Canton on Tree Preservation Ordinances and Municipal Permitting?” State Bar of Michigan, Government Law Section, Winter Seminar, February 2022
- Co-Presenter, Woodland Preservation Webinar, Michigan Association of Planning, January 2022
- Panelist, Marihuana Initiative Petitions, State Bar of Michigan, Government Law Section, Winter Seminar, February 2021

Education and Clerkship

Emily received her J.D., *magna cum laude*, from the University of Michigan Law School, where she served as the Managing Articles Editor for the Journal of Law Reform and won several legal writing awards. Prior to law school, she earned a M.U.P. and a B.A. degree with high honors from the University of Michigan.

Before private practice, Emily clerked for the Honorable Judge Cornelia G. Kennedy of the United States Court of Appeals for the Sixth Circuit.



support of the redevelopment of obsolete subdivisions and arbitrating construction disputes on behalf of owners and construction managers.

Land Use, Zoning and Historic Preservation

Emily is one the state's leading land use law experts. She represents clients before planning commissions, zoning boards of appeal, historic district commissions, and administrative hearing officers, where she is adept at positioning projects for approval and laying the groundwork for legal challenges when necessary.

Emily's recent project experience includes planned development zoning for a sports and entertainment arena, special land use permits and zoning variances for a utility-scale wind energy facility, airport zoning permits and variances for wind turbines, approval of new construction in a local historic district, negotiation of a consent judgment following an appeal of the denial of a special land use permit for a utility substation, and local and county permitting for utility-scale solar energy projects.

Public Law and Government Affairs

Emily serves as special outside counsel to governmental authorities on a variety of issues, including matters arising under the Michigan and U.S. Constitutions, Michigan Zoning Enabling Act, Michigan Election Law, and the Michigan Regulation and Taxation of Marihuana Act. She also advises clients on issues arising under the Open Meetings Act, Freedom of Information Act, and under laws governing public official conflicts of interest.

Emily drafts and reviews proposed legislation on behalf of clients and assists clients advance policy





DDA Communications

To: DDA Board of Directors

From: Lori M. Ward, DDA Director

Date: December 20, 2022

Re: DDA Boundary Expansion Discussion

Background:

On November 15, 2022, the DDA Board of Directors received an updated presentation from HPH which centered on project financing. After deliberation, the DDA board voted *"to retain appropriate counsel/consultants to prepare documentation necessary to expand the DDA boundaries and amend the DDA TIF and Development Plan with intention of executing financial support of the Northville Downs project"*. Nine DDA Board members voted in favor, one voted in opposition, and one member abstained.

On direction from the DDA Board, DDA staff solicited a proposal for professional services to assist the DDA with the amendment of the TIF and Development Plan and the extension of the DDA Boundaries. John Iacoangeli, BRI, has assisted the DDA previously with other TIF and Development Plan amendments and has assisted the DDA in the development of 2 strategic plans for downtown. The City Council approved the DDA contract with BRI at their December 5, 2022 meeting.

Analysis:

DDA staff met on December 7th with Iacoangeli to discuss the parameter of the project and discuss next steps. Iacoangeli indicated that the first thing the DDA needs to do is determine the new boundaries, everything else flows from that decision. At the recent Executive Committee meeting, the group indicated that this would be a good discussion item for the full Board. The DDA has considered amending the DDA boundaries on several previous occasions, but has never moved forward with the effort. An earlier map shows 5 potential areas of expansion that are open to discussion. They include (Attachment A):

- A. Garage Grill and Fuel Bar
- B. Civic Complex that includes City Hall, Community Center, District Library

- C. Art House and potentially the post office
- D. Mill Race Village
- E. Ford Plant – Accomplished
- F. Foundary Flask, Tipping Point, E. Cady Street

New areas to be discussed include (Attachment B):

- A. Riverwalk area
- B. Area north of the proposed new Beal Street and south of the current DDA boundaries along. Cady Street

Recommendation:

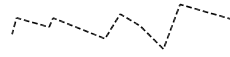
The DDA Board of Directors, led by DJ Boyd, will provide feedback to the DDA Staff on the areas to be included in the revised DDA boundary.

LEGEND

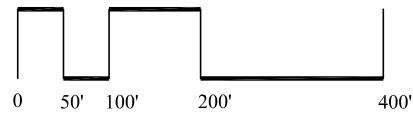
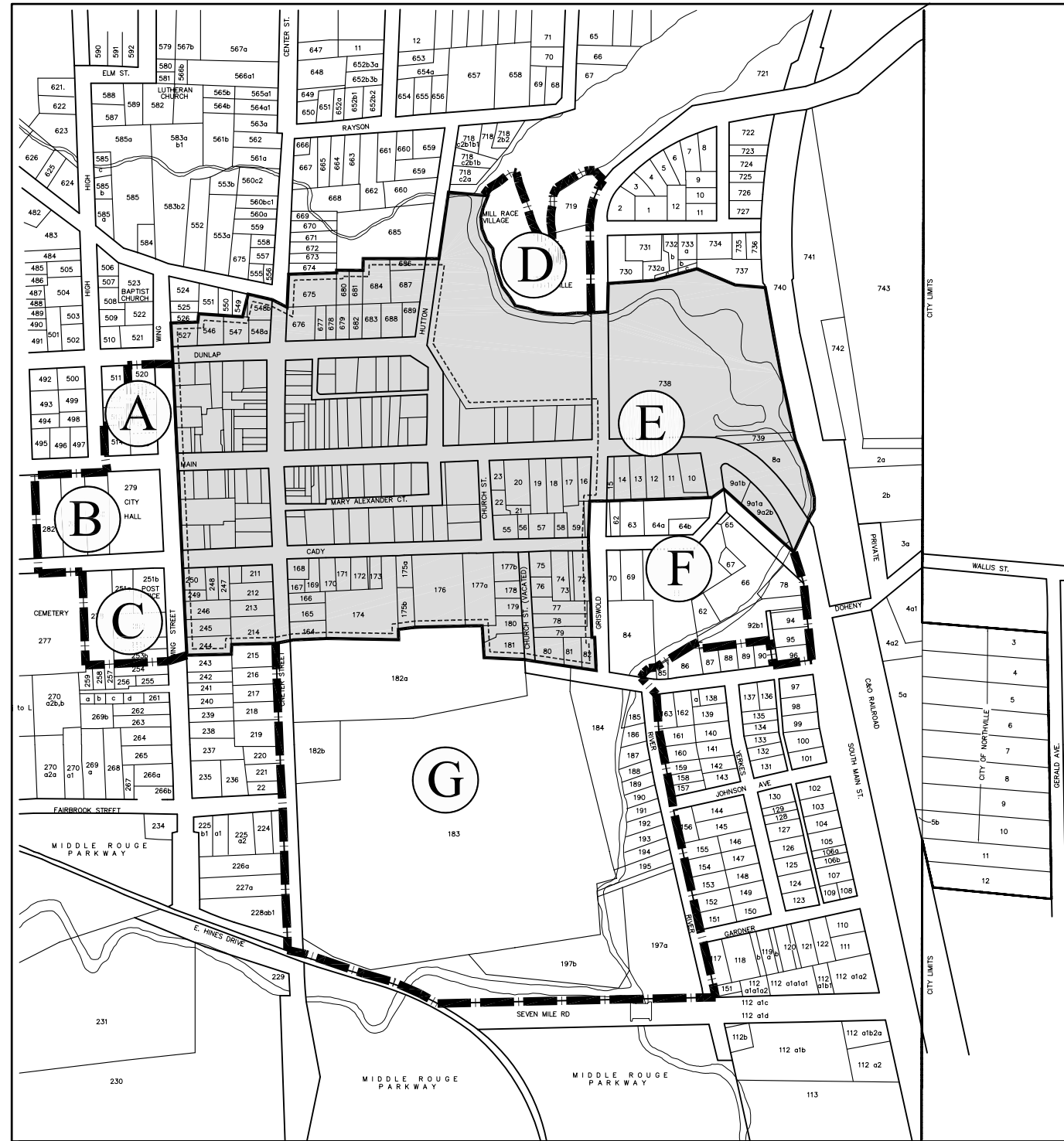
DDA BOUNDARY



TIF DISTRICT



PROPOSED DDA EXPANSION



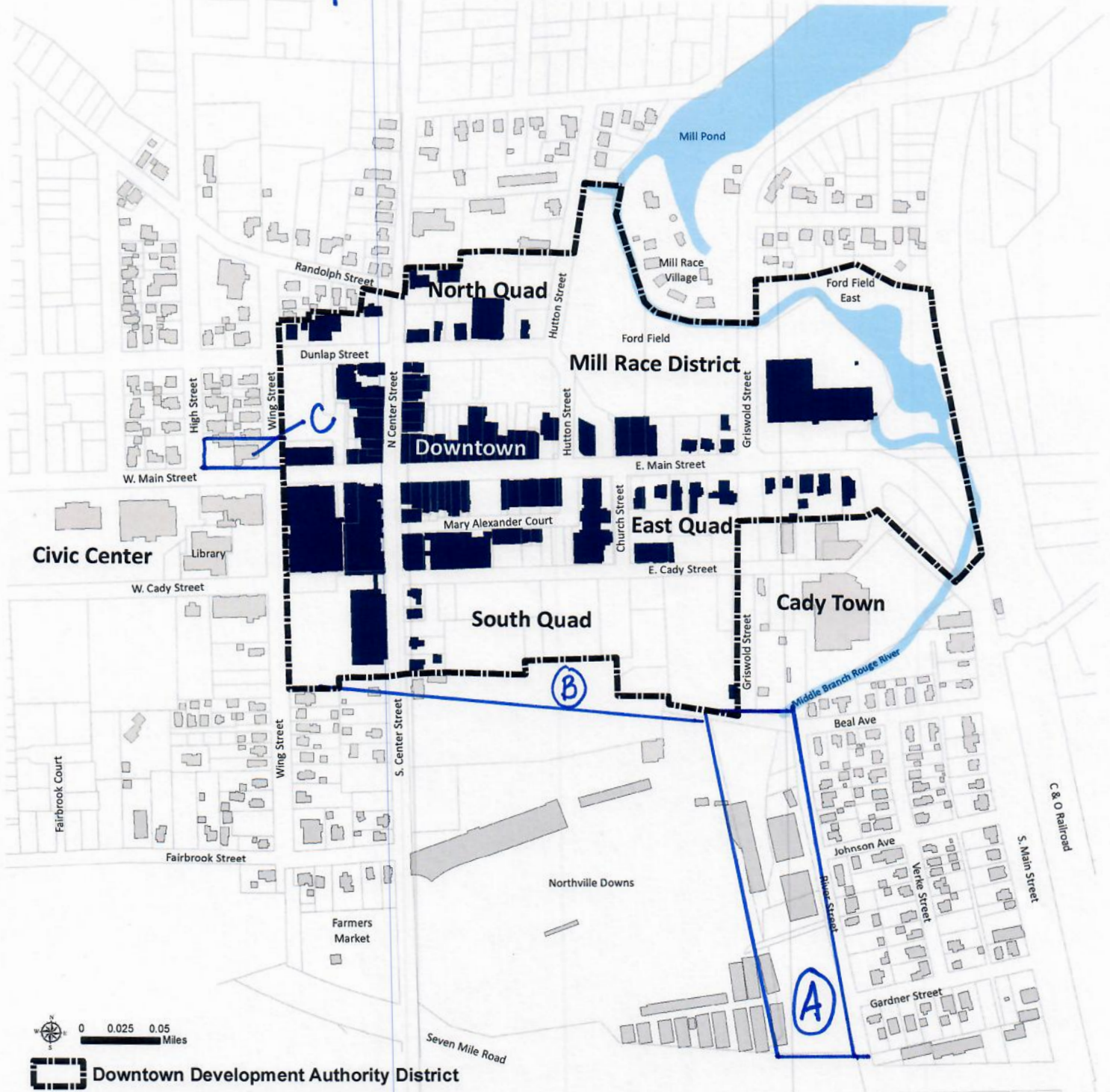
August 2005

City of Northville Wayne County, Michigan

Map Prepared By:

Carlisle/Wortman Associates, Inc.
Community Planners and Landscape Architects
Ann Arbor, Michigan

Boundary Considerations - 2022



- A - Riverwalk
- B - North of Beal
- C - Garage Grill

Map 1
 City of Northville
 DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT
 Established August 3, 1978 and Enlarged June 28, 1993

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY November 2022:

PUBLICITY:

Press Releases Sent:

- A Holiday to Remember

Upcoming Press Releases:

- Great White Buffalo Brewing Company opening

Press Received:

- November 29 – Fox2 In-studio with Northville Art House Children’s Holiday Shopping Day

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 November issue of The Ville for A Holiday to Remember
- Ad in Q2 of Northville Today for A Holiday to Remember
- Boosted Facebook post for A Holiday to Remember

UPCOMING PAID ADVERTISING:

PRINT:

- Quarter-page Ads in The Ville
 - 12-months of ¼-page ads.
- Quarter-page Ads in Northville Today
 - Mailed to 21,000 households
 - Q4: A Holiday to Remember (MAILED WEEK OF DECEMBER 5)

~ City of Northville ~

Downtown Development Authority

Fiscal Year 2022 - 23 Goals and Objectives

Goal	Objective	Action Steps
<p><i>Organization Committee:</i> Provide operational support and adequate funding for DDA programs and projects.</p>	<p>Review options available to the DDA to strengthen the DDA's financial position and ability to facilitate projects that enhance the downtown.</p>	Review and evaluate cost allocation arrangement with the City.
		Explore refinancing of DDA bonds to provide revenue for DDA projects.
		Explore grants, sponsorships and other means of financing the DDA's projects and programs.
		Strive to internally fund capital improvement projects.
	Track Funding for DDA.	Prepare Annual DDA Budget and Quarterly Amendments.
<p><i>Design Committee:</i> Create and maintain vibrant, attractive and environmentally friendly downtown.</p>	<p>Oversee construction, improvements, enhancements and maintenance of Downtown amenities and projects.</p>	Install additional bike parking downtown.
		Repair and maintain Town Square amenities including Pavilion and Fire Pits.
		Implement, where appropriate, mural program.
	<p>Implement sustainable practices, where feasible, throughout the downtown.</p>	Working with DPW, investigate opportunities to increase cardboard recycling for downtown businesses.
		Monitor health of downtown trees and treat and/or replace as necessary.
		Replace High Pressure Sodium streetlights and parking lot lights in the downtown with high efficiency lighting.
		Actively participate in the City's new Sustainability Team.
<p><i>Parking Committee:</i> Ensure adequate, safe, aesthetically pleasing parking to support the Downtown.</p>	<p>Monitor parking occupancy in parking decks, lots, and on-street in order to provide an adequate supply of parking.</p>	Work with Police Department to explore new technologies to expand parking counts and parking.
		Review impact of planned potential new development and or redevelopment projects on downtown parking.
		Participate in an update of the 2006 Parking Study.
		Explore use of additional surveillance cameras in parking lots and decks and upgrade existing surveillance program.
<p>Parking Committee: Ensure adequate, safe, aesthetically pleasing parking to support the Downtown.</p>	<p>Maintain and repair parking lots and decks within the DDA boundaries as needed.</p>	Continue to Implement 20-year Maintenance Plan for parking decks and surface lots.
		Identify funding sources for both parking deck and surface parking lot repairs and maintenance.
		Define responsibilities for maintenance and upkeep of the parking system between the DDA, DPW, and private vendors.

		Develop new program/plan to address management of the lower level residential parking at the MainCentre Parking Deck.
	Provide Adequate EV charging opportunities in the Downtown.	Monitor performance of EV charging stations and ensure sufficient EV units are installed.
<i>Marketing Committee:</i> Attract more people to Downtown.	Promote the Downtown as a destination for shopping, services, and entertainment.	Work with Marketing Consultant and Marketing Committee to develop annual advertising, public relations, and social media plan for Downtown.
		Continue to update content and graphics on DDA website.
		Work with other Northville organizations to cross promote events and happenings in the community.
		Oversee the rental of Town Square and encourage additional use of all special event venues.
		Update the DDA walking map and directories.
<i>Economic Development Committee - Encourage quality (re)developments that are consistent with the City's Master Plan.</i>	Attract potential developers and investors to the Downtown Area.	Review potential tools and incentives that could be utilized to encourage economic development Downtown.
		Encourage commercial uses at ground floor.
	Attract potential new businesses and (re)developments to the Downtown area.	Continue to actively market available properties and update the DDA's Business Investment Guide.
	Monitor new development and its impacts and benefits to the downtown.	Participate in the review of the economic impact of new projects on the DDA/City.
	Review Policies and documents governing downtown development.	Participate in a city wide task force to explore the Redevelopment Ready Program for Northville.
	Track business mix and vacancy rates for the downtown.	Develop an inventory of spaces in the downtown and update monthly.
	<i>Economic Development Committee - Continue to Support the Business Community during Covid 19 recovery.</i>	Evaluate the impact of downtown street closures on the community and determine next steps.
Hold Town Hall Meetings to gain input from the community.		
DDA, in conjunction with City, provide staff to service and maintain Social District.		
Develop a coordinated plan for downtown Social District.		Work with HDC to develop guidelines for the Social District.
		Consider additional public amenities for Social District.