



Meeting of the DDA Board of Directors February 28, 2023 - 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. January 2023 Financial Statement (Attachment 4.a)
 - b. January 2023 Invoice Report (Attachment 4.b)
 - c. January 17, 2023 DD Meeting Minutes (Attachment 4.c)
 - d. January 19, 2023 Joint DDA and City Council Meeting Minutes (Attachment 4.d)
5. Election of Officers (Attachment 5)
6. DDA 2023 – 24 Budget Discussion (Attachment 6)
7. Street Closure Update (Attachment 7)
 - a. Funding Source for Closures
 - b. Next Steps (Attachment 7.b)
8. Northville Downs Project Update (Attachment 8)
9. Information and Updates
 - a. Design Committee – No Report
 - b. Marketing Committee – Shawn Riley (Attachment 9.b)
 - i. Chili in the Ville – Jeri Johnson
 - c. Organizational Committee – DJ Boyd
 - d. Economic Development Committee – Aaron Cozart
 - i. TIF and Development Plan Update Meeting
 - e. Parking Committee – No Report
10. Future Meetings / Important Dates
 - a. Economic Development Committee Meeting – February 28, 2023
 - b. Marketing Committee Meeting – March 2, 2023
 - c. Executive Committee Meeting – March 8, 2023
 - d. Design Committee Meeting – TBD
 - e. DDA Board Meeting – March 28, 2023
 - f. Parking Committee – TBD
11. Board and Staff Communications
 - a. 2023 DDA Board Meeting Schedule (Attachment 11.a)
12. Adjournment – Next Meeting – **March 28, 2023**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 01/31/2023

% Fiscal Year Completed: 58.90

JANUARY BENCHMARK 58%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 01/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	814,558.00	811,602.00	811,598.04	103,230.92	3.96	100.00	
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	65,532.10	449.17	1,593.90	97.63	
PROPERTY TAXES		880,774.00	877,728.00	877,127.13	103,680.09	600.87	99.93	
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	561.00	561.00	0.00	0.00	100.00	
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	2,076.00	561.00	0.00	1,515.00	27.02	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	0.00	6,000.00	3,982.69	942.80	2,017.31	66.38	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	30.00	2,500.00	1,492.23	0.00	1,007.77	59.69	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650.00	7,000.00	3,487.33	0.00	3,512.67	49.82	
248-000-665.400	INVESTMENT POOL BANK FEES	(100.00)	(600.00)	(238.41)	(36.41)	(361.59)	39.74	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750.00)	(750.00)	(343.96)	(60.48)	(406.04)	45.86	
248-000-665.600	BANK LOCKBOX FEES	(200.00)	(1,000.00)	(266.36)	(51.22)	(733.64)	26.64	
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(64.22)	0.00	(75.78)	45.87	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(12,000.00)	(8,251.35)	0.00	(3,748.65)	68.76	
INTEREST		5,490.00	1,010.00	(202.05)	794.69	1,212.05	(20.00)	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	520.00	0.00	180.00	74.29	
RENTAL INCOME		700.00	700.00	520.00	0.00	180.00	74.29	
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	38,000.00	38,682.00	42,632.80	1,450.00	(3,950.80)	110.21	
GRANTS & OTHER LOCAL SOURCES		38,000.00	38,682.00	42,632.80	1,450.00	(3,950.80)	110.21	
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	0.00	19,287.00	0.00	0.00	19,287.00	0.00	
FUND BALANCE RESERVE		0.00	19,287.00	0.00	0.00	19,287.00	0.00	
Total Dept 000		977,754.00	977,940.00	946,283.74	105,924.78	31,656.26	96.76	

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JANUARY BENCHMARK 58%

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		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
TOTAL REVENUES		977,754.00	977,940.00	946,283.74	105,924.78	31,656.26		96.76
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	11,500.00	8,000.00	3,379.04	1,995.61	4,620.96		42.24
248-573-707.000	WAGES - REGULAR OVERTIME	500.00	500.00	47.25	47.25	452.75		9.45
248-573-725.000	FRINGE BENEFITS	11,000.00	7,500.00	3,334.80	2,019.74	4,165.20		44.46
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	6,933.31	884.26	4,201.69		62.27
Total Dept 573 - DPW SERVICES		34,660.00	27,660.00	13,815.11	4,946.86	13,844.89		49.95
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	22,605.00	22,605.00	12,803.44	1,621.21	9,801.56		56.64
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	43,086.68	450.00	21,793.32		66.41
248-741-725.000	FRINGE BENEFITS	13,540.00	13,540.00	8,837.63	671.47	4,702.37		65.27
248-741-726.000	SUPPLIES	500.00	975.00	973.24	0.00	1.76		99.82
248-741-775.200	DOWNTOWN MATERIALS	27,145.00	27,145.00	9,855.94	8,011.00	17,289.06		36.31
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	800.00	1,330.00	1,330.51	0.00	(0.51)		100.04
248-741-775.900	FUEL & OIL	400.00	1,000.00	553.80	0.00	446.20		55.38
248-741-801.000	CONTRACTUAL SERVICES	31,470.00	31,470.00	13,654.89	2,802.66	17,815.11		43.39
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	1,710.00	0.00	2,290.00		42.75
248-741-920.010	ELECTRIC POWER	1,420.00	3,740.00	2,737.00	548.27	1,003.00		73.18
248-741-920.020	NATURAL GAS	8,410.00	8,410.00	7,945.77	5,899.08	464.23		94.48
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	6,421.90	6,121.00	28,888.10		18.19
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	1,706.00	1,706.00	294.00		85.30
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	452.00	0.00	3.00		99.34
248-741-976.010	STREET FURNISHINGS	37,500.00	37,500.00	30,853.08	1,382.00	6,646.92		82.27
Total Dept 741 - DESIGN COMMITTEE		260,200.00	264,160.00	148,697.20	29,212.69	115,462.80		56.29
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,085.00	18,085.00	10,255.42	1,296.95	7,829.58		56.71
248-742-709.000	WAGES - PART TIME	30,865.00	30,865.00	17,547.92	2,049.98	13,317.08		56.85
248-742-725.000	FRINGE BENEFITS	8,625.00	8,625.00	5,224.92	661.40	3,400.08		60.58
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	27,116.50	630.00	28,748.50		48.54
248-742-801.340	WEB SITE MAINTENANCE	1,355.00	1,355.00	983.96	0.00	371.04		72.62
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,100.00	50,100.00	34,379.22	0.00	15,720.78		68.62
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	96,872.94	4,638.33	69,437.06		58.25
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,045.00	9,045.00	5,127.83	648.49	3,917.17		56.69
248-743-725.000	FRINGE BENEFITS	3,445.00	3,445.00	1,937.34	251.71	1,507.66		56.24
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	37,500.00	12,500.00	12,500.00		75.00

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		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-743-995.230	O/T TO PARKING FUND	123,660.00	123,660.00	73,995.00	24,665.00	49,665.00		59.84
Total Dept 743 - PARKING COMMITTEE		186,700.00	186,700.00	118,560.17	38,065.20	68,139.83		63.50
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,565.00	13,565.00	7,723.58	972.74	5,841.42		56.94
248-744-709.000	WAGES - PART TIME	20,120.00	20,120.00	12,084.75	1,399.69	8,035.25		60.06
248-744-725.000	FRINGE BENEFITS	5,745.00	5,745.00	3,938.80	499.28	1,806.20		68.56
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	3,000.00	3,343.50	0.00	(343.50)		111.45
248-744-802.010	LEGAL SERVICES - GENERAL	11,000.00	11,000.00	3,910.50	464.00	7,089.50		35.55
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	798.13	0.00	416.87		65.69
248-744-920.000	UTILITIES	1,300.00	1,300.00	755.79	107.97	544.21		58.14
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	1,000.00	0.00	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	4,290.00	0.00	0.00		100.00
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	9,915.00	3,305.00	3,305.00		75.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,505.00	86,315.00	55,752.39	6,748.68	30,562.61		64.59
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,125.00	27,125.00	15,367.15	1,945.41	11,757.85		56.65
248-745-725.000	FRINGE BENEFITS	10,340.00	10,340.00	5,805.01	755.03	4,534.99		56.14
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	23,850.00	23,831.03	7,334.53	18.97		99.92
248-745-803.200	PLANNING & DESIGN STUDIES	0.00	15,000.00	0.00	0.00	15,000.00		0.00
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	76,915.00	45,003.19	10,034.97	31,911.81		58.51
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	0.00	0.00	0.00	0.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		37,049.00	0.00	0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		977,754.00	977,940.00	486,141.00	93,646.73	491,799.00		49.71

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
	TOTAL REVENUES	977,754.00	977,940.00	946,283.74	105,924.78	31,656.26		96.76
	TOTAL EXPENDITURES	977,754.00	977,940.00	486,141.00	93,646.73	491,799.00		49.71
	NET OF REVENUES & EXPENDITURES	0.00	0.00	460,142.74	12,278.05	(460,142.74)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 01/01/2023 - 01/31/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000					
248-000-665.500	INVESTMENT ADVISORY FEES	ROBINSON CAPITAL MANAGEMEN	DEC MGMT FEES	60.48	119883
Total For Dept 000				60.48	
Dept 741 DESIGN COMMITTEE					
248-741-775.200	DOWNTOWN MATERIALS	BEGONIA BROTHERS	DOWNTOWN LANDSCAPE REPAIRS	1,792.00	119862
248-741-775.200	DOWNTOWN MATERIALS	BEGONIA BROTHERS	DOWNTOWN FALL LANDSCAPE DECOR	2,727.00	119862
248-741-775.200	DOWNTOWN MATERIALS	GAJE WAREHOUSE	GARLAND FOR DOWNTOWN	3,492.00	119876
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION	CAMERA SYSTEM SOFTWARE SUPPORT	78.16	119885
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE & INTERNET	299.00	500505
248-741-801.000	CONTRACTUAL SERVICES	JOHN'S SANITATION	MONTHLY RESTROOM PROGRAM	195.00	119867
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUTIONS	ELECTRICAL REPAIRS DOWNTOWN	715.00	119979
248-741-801.000	CONTRACTUAL SERVICES	MILLER-BOLDT, INC	TOWN SQUARE - FAULTY GAS REGULATOR REPA	1,515.50	119988
248-741-801.000	CONTRACTUAL SERVICES	COMMUNITY FINANCIAL CREDI	COMCAST, ZOOM, CONSTANT CONTACT	248.40	120060
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 12/16/22 - 1/13/23	548.27	119946
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 12/3/22 - 1/4/23	5,899.08	500507
248-741-938.120	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	DOWNTOWN LANDSCAPE REPAIRS	473.00	119862
248-741-938.120	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	DOWNTOWN FALL LANDSCAPE DECOR	5,648.00	119862
248-741-938.160	BRICK REPAIR & MAINTENANCE	BEGONIA BROTHERS	DOWNTOWN LANDSCAPE REPAIRS	1,706.00	119862
248-741-976.010	STREET FURNISHINGS	HERWIG LIGHTING	SHIPPING FOR LIGHT POLES	1,382.00	119848
Total For Dept 741 DESIGN COMMITTEE				26,718.41	
Dept 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FEES	630.00	119964
248-742-801.340	WEB SITE MAINTENANCE	COMMUNITY FINANCIAL CREDI	COMCAST, ZOOM, CONSTANT CONTACT	52.25	120060
Total For Dept 742 MARKETING COMMITTEE				682.25	
Dept 744 ORGANIZATIONAL COMMITTEE					
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN PLL	LEGAL FEES - REAL ESTATE DEC 22 (19.1)	464.00	119971
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATIONS,	PHONE & INTERNET	32.97	500505
Total For Dept 744 ORGANIZATIONAL COMMITTEE				496.97	
Dept 745 ECONOMIC DEVELOPMENT COMMITTEE					
248-745-801.000	CONTRACTUAL SERVICES	GRISSIM-METZ ASSOCIATES	PEDESTRIAN PLAN PLANNING SERVICES - 1/1	2,119.53	119953
248-745-801.000	CONTRACTUAL SERVICES	GRISSIM-METZ ASSOCIATES	PEDESTRIAN PLAN PLANNING SERVICES - 12/	5,215.00	119953
Total For Dept 745 ECONOMIC DEVELOPMENT COMMITTEE				7,334.53	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				35,292.64	

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
January 17, 2023

The January meeting of the DDA Board was called to order at 8:00 am.

ROLL CALL

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

Absent: *Aaron Cozart, Mike Jaafar*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Mark Wollenweber/Interim City Manager, Marilyn Price/City Council*

AUDIENCE COMMENTS

None.

APPROVAL OF AGENDA AND CONSENT AGENDA

Long said he would like to clarify statements he made during the December 20, 2022 board meeting. Long said when he inquired about the Executive Committee making a decision, he meant the decision to approve legal documents and dollar amount, etc., not the decision to hire legal counsel. Ward said that this is an accurate statement that the DDA Board will be approving legal documents and dollar amount. Long also said in reference to the TIF discussion on the December 20, 2022 minutes, the DDA doesn't receive money until developer gets money, he wants to ensure this remains a topic on today's agenda.

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

STREET CLOSURE UPDATE

Ward said once the DDA retained Grissim Metz Andriese Associates (GMA), the group has met five times to review the project, one meeting included a public workshop. Approximately 80 audience members attended the workshop, and audience participation overall has been good at all of the meetings. During the most recent meeting, last Thursday, GMA walked through the design plan, phases, and budget estimates with the Economic Development and Advisory Committees. The group will make a recommendation to the DDA Board and City Council during the Council meeting on Thursday, January 19th. Ward said the meeting will be both informative and collaborative. The discussion will include project plans and next steps. Cole asked if City Council has considered reevaluating the decision to permanently close the streets. Turnbull said in the it would need to be an item on the agenda and the meeting Thursday night will be focused on the current plan with room for questions and feedback.

Long said while the design plan is neat, it will not make the town more vibrant. Long said the DDA board should consider creating a motion to City Council to consider removing the permanent term on the street closures or revisit the idea of reopening Center Street. Long said that during the Fleis & Vandenbrink (F&V) community meeting, it was apparent there are probably nine danger points in the peripheral that are a result of the street closures. The design plan does not take away these danger areas. Presley asked if the DDA should wait to get results of the F&V traffic study before making a motion. Ward said that F&V is still gathering information and the online portal for public comment closes on January 21st. F&V will then review the data and comments. Ward added that F&V has also been in the field collecting information for the study.

Turnbull said the GMA plan is outstanding for Northville. City Council looked at the recommendation provided by the DDA, discussed it and made a decision to close the streets. Mayor Turnbull added that Council has listened to many public comments on the issue but it has not been back on the agenda. Cole said the dynamic was appreciated during COVID, but speaking as a merchant, there is current economic uncertainty and he would like to see the topic brought back up for discussion. Cole said business is currently flat, customer base is up but dollars are not; and after conversations with customers, Cole wants to ensure the DDA is not pushing money after something that was a great idea but the world has now changed. Riley asked if it is the economy that's changing or the street closures. Cole said it's unclear whether it is an economic or circumstantial issue but would like to see the topic reviewed or reevaluated. Huprich said he is interested in the final traffic engineering report and cannot be 100% invested in the plan until reviewing the study. McKindles said he is also not 100% on board with the streets being closed year-round but Council tasked the DDA with moving forward on a pedestrian plan and the DDA needs to continue moving forward with the task.

Turnbull said that Council will review the decision annually. Huprich said the DDA needs more information before making decisions on the plan and was surprised Council went in a different direction from what the DDA recommended. Boyd said the design information will be helpful as the DDA designs ideas into the future. Ward said it is a natural course to have another discussion on what to do with the information from the design plan and traffic study information. Ward said the second phase will have significantly larger expenses due to the technical nature of the process. The DDA will need to determine whether it has the capacity to handle the project and if a funding source can be identified to complete the project.

McKindles asked if there is a way to separate Center and Main on the design plans. Presley said the design should be flexible to revert to a seasonal closure – the design needs to be well done so it can be used in whatever way is deemed fit. Ward said seasonal would be a different direction than what was outlined to the design firm in the RFP, so adjustments would have to be made to the plan. Boyd said the design would need to be phased and the decking from end to end is challenging. Boyd added that the DDA needs to look for funding sources including federal and state money, and grants, as well as businesses may need to financially participate. Riley said that the advisory committee discussed the design elements that can be done now, like bollards, which have been discussed even before Covid. Riley said it is also important to look at alternatives to the decking.

Presley said more data points are needed and the estimates and design need to be refined, for the DDA to move forward with a better decision. Boyd asked if there is a prior traffic study to

compare with the newest street closure traffic study. Ward said there have been several mobility and traffic studies done prior to the street closures. Ward said the board will receive the traffic study presentation at the next DDA meeting, and it will include both pedestrian and vehicular traffic. Ward said next steps include starting repairs on items that need to be done regardless of streets being closed, including fire pits, Town Square and pavement improvements. Buckhave asked when the DDA will hire an electrical contractor because electrical source to merchants is a big component of the plan. Ward said a proposal has been submitted by electrical consultant IDS for approximately \$14,000 to do an electrical study for this project.

Long said F&V referenced only two cities in Michigan that have street closures, Northville and Detroit. Detroit has many more streets to detour around the closed area. Ward said many other cities have them, but are seasonal. Buckhave said Northville does not have retail as in years past and the City needs to somehow get more retail to move back in. Buckhave added that the City has a high proportion of non-retail in first floor spaces. Riley said that big companies have said they do not come because Northville doesn't have the car count, and Northville needs to have the right sized area for business to move into.

Huprich and Boyd both expressed interest in adding the pedestrian plan as a line item on the February 28th board meeting agenda, so the board has time to ask GMA questions on the plan and review design elements before coming back to the board to discuss concerns and come up with a recommendation to move forward. Riley said the DDA board has about \$230,000 in fund balance and the board needs to consider if it is fiscally responsible to proceed with a \$2 million project. Buckhave said bollards should be a top priority. Presley asked if the board can present at the February 28th meeting with revised plans. Ward said this would need to be negotiated with GMA, as they have fulfilled their current contract requirements for this phase of the plan.

NORTHVILLE DOWNS PROJECT UPDATE

Ward said to follow up from last month's DDA Board meeting, the DDA had asked Hunter Pasteur Homes (HPH) to cover DDA fees related to the project, including legal survey, notices, legal counsel, various consultant fees and any additional fees that are related to the boundary expansion. The DDA has estimated these fees to be approximately \$25,000 - \$35,000. HPH initially declined to cover any fees, and most recently as of December 21st, HPH agreed to participate with half of the fees, up to a cap of \$12,500. The board took a motion to halt progress until a funding source was identified.

Ward spoke with HPH again and the latest response from Seth Herkowitz on January 19th indicated that HPH has agreed to pay up to \$20,000 toward fees for the boundary adjustment and legal agreement. HPH also specified that they are already agreeing to earmark \$50,000 in TIF revenues annually for the DDA to use on any expenses related to the project. Ward said that this is not effective until 2026 and the boundary expansion and legal fees will be incurred now. Ward recommends the board does not agree to pay any of the expenses, the project is valued at \$300 million and the developer has agreed to cover fees for the City but not the DDA. Buckhave asked what happens if the project is delayed. Ward said the funding would also be pushed back. Boyd said the DDA board has already made a decision on this matter.

Long said the DDA Board communication from the November 15th meeting indicated that HPH is looking to enter into an interlocal agreement to capture TIF revenue that is normally captured by the DDA. Ward said the agreement is actually with the Brownfield Redevelopment Authority (BRA), not the developer; and both the DDA and BRA will sign off on the agreement. Boyd said the tax dollars will essentially flow into the BRA, and with proper oversight, the developer will send in requests for reimbursement and the DDA/City's brownfield consultant will send payment to the developer. Long asked if the DDA will ever be reimbursed for TIF money. Ward said that the DDA will not get these revenues back but will receive any extras. Long asked what happens to the \$2.9 million in DDA contributions if the project is delayed. Ward said the amount will not increase but the timeline will be extended. Ward added that the brownfield TIF is scheduled for 8 years and the developer can go out past this timeframe until they capture, but there is a hard stop at 15 years as well a percentage to the cap.

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee:* No report.
- b. *Marketing Committee:* Riley said the January Marketing Committee was sparsely attended but many attended the special events meeting the following week. Johnson said that the focus at the special events meeting was 2023 events. The group reviewed annual events with a consensus that the current event line up is working out overall. Johnson said the meeting was well received and the DDA and NCBA will consider hosting a quarterly group meeting to touch base with downtown merchants. Ward said the DDA will need to create rules and guidelines for events with the streets being closed permanently.
- c. *Parking Committee:* No report.
- d. *Organizational Committee:* Boyd said the committee is planning to focus on the street closure project to find potential funding sources for this project. The 2023-2024 budget is going to be discussed in the next couple of meetings.
- e. *Economic Development Committee:* No report.
- f. *Sustainability Committee:* No report.

BOARD COMMUNICATION

None.

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

Meeting adjourned at 9:45 am.

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

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors/City Council
January 19, 2023

The January 19th meeting of the City Council/DDA Board was called to order at 7:00 pm.

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Steven Huprich, Jim Long, Shawn Riley*

Absent: *David Cole, Aaron Cozart, Mike Jaafar, Ryan McKindles, Greg Presley*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Mark Wollenweber/Interim City Manager, Marilyn Price/City Council, Barbara Morowski-Browne/City Council, John Carter/City Council, Andrew Krenz/City Council, Dr. William Demray/Resident, Denise Jenkins/Resident, Jim Nield/Resident, Bob Buckhave/Resident, Derek Blair, Will Hundley, Jayme Hundley, David Field/HDC, Carol Maise, Paul Gabriel, Brian Sherle, Nancy Darga, Mishelle Lussier, 35 Attendees via Zoom*

GRISSIM METZ PEDESTRIAN PLAN PRESENTATION

Riley thanked everyone for attending tonight's meeting. Riley said to quickly recap, in June 2020 City Council voted to close E. Main Street and N. Center Street as a response to the ongoing Covid pandemic. It allowed restaurants and retailers to expand their outdoor footprint and safely distance customers. Over the next two years, City Council extended the closures three additional times. In August 2022, Council voted to make the street closures permanent and tasked the DDA with preparing a plan to transform the temporary closures into a permanent plan where the community can gather safely.

Riley said after an interview process, Grissim Metz Andriese Associates (GMA) was the design firm selected to create a pedestrian plan for Downtown Northville. GMA has worked with Northville previously to design the Town Square, which is an award-winning project. GMA has met one-on-one with Historic District Commission (HDC) members, DPW and the Building Department as part of the design process. Fleis & Vandenbrink (F&V) has been retained to address impacts due to traffic routing downtown as a result of the street closures. Sue Grissim and CJ Thompson of GMA are presenting tonight to both the DDA and City Council. The design presentation encompasses feedback and comments that have been received throughout the conceptual process. There will be a chance to offer public comment after the meeting presentation.

Councilman Carter said that he joined EDC prior to joining Council, and has been a part of the advisory committee for the pedestrian plan. Carter said tonight's goal is to foster a partnership between DDA, Council and merchants. The committee has asked GMA to put together a

recommendation on a broad scale of what is possible. Carter said this presentation will help set priorities, provide a basis for what each phase looks like and how the City can show a commitment on how to be successful in the long term.

Grissim said she and Thompson will talk goals of the project. The RFP included a list of goals. The team focused on two, first being the need to make Northville engaging and livable for everyone. Secondly, how can the space be successful and prosperous for commerce. The plan includes: Accessibility – curb transitions, emergency and fire access; Infrastructure Planning – electrical, furnishings, lighting, support systems; Operational – housekeeping, trash, maintenance, events. The next element is how to make this plan an experience. Grissim said the basis for the design plan took feedback provided during meetings with the advisory committee, a public workshop, a meeting with emergency personnel, DPW, HDC and the traffic engineering team. GMA also reached out and reviewed case studies of other communities with pedestrian-only areas, including Church Street in Vermont and Pearl Street in Colorado.

Thompson said looking at the current design of the street, there is a 13' -16' sidewalk, 8' parallel parking and a 12' travel lane on each side of the road. GMA is not recommending heavy duty construction on the current layout. GMA is proposing an elevated decking system. The existing 20' wide road is going to be a pedestrian promenade that pedestrians will use to activate the space. Thompson said GMA has added a replicated diamond pattern from Town Square into the Center/Main gateway. The four main areas will include an 8' pedestrian clear space, 13' -18' merchant space, 16' clear zone and an 8' common space.

Thompson said the decking system is a major component to the proposal. The asphalt will stay in place and the decking is a pedestal system that is installed above. Utilities and infrastructure can be hidden under the decking system, with boards coming out easily for access to the utilities. The design is ADA accessible in that it will include ramps every so often to get onto or down from the street. The deck edge is discernable so it is not a trip hazard. Shelters would be attached to the deck substructure below, effectively removing the heavy concrete barriers that are currently holding down structures. Thompson added that the design allows for a cohesive look that will preserve the architectural integrity of Downtown Northville.

Thompson said the 8' common space areas within the pedestrian promenade, feature moveable seating, lighting, and heat, giving visitors a space to gather and hang out, but also flexible to clear out for events. During events, tents would be aligned down the middle of the street to effectively keep storefronts more open and visible. The gateway design is classic and elegant, with monuments and entrance features to tie into the downtown aesthetic. The mast arms would be repurposed by removing the traffic signals and adding decorative lighting features to make it a more welcoming gateway. Bollards would also be added at the gateways to separate traffic with attention to safety. The bollards also will prevent vehicles parking for drop off/deliveries at this intersection. Thompson said there is also a decorative pavement design element to add a contrast to the roadway – the idea being to remove markings and use a sealcoat and paint overlay to what is already there.

Thompson said one area of concern is the loss of about 30 parking spaces with the streets being closed permanently. The design team looked at areas of potential, including reconfiguring the lot behind Main Street to add parking and be more efficient. Another area to consider is converting right turn only lanes into parking spaces. GMA is working with F & V to

figure out how these options might work with traffic flow. Another area that the team has worked on is loading areas with respect to both deliveries and ADA/mobility issues – how can drop off and deliveries be close to downtown without blocking traffic.

Grissim said action items include working with the advisory group to determine immediate actionable steps, including clean up, repair and removing items not being used in the street. This includes removing traffic and parking references that are no longer needed. This is followed by activating the streets and how merchants can increase outside participation within their respective spaces.

Grissim pointed out a few categories to review on the budget. The team tried to be as accurate as possible on pricing. The promenade, including pavement treatment, sealcoating and painting, is approximately \$30,000 and the pavement repairs needed are approximately \$155,000. The deck system is about \$420,000 on Main Street and \$360,000 on Center Street - these figures are for the decking to run the entire length of the closed streets. Grissim added that the conversion of tree planters to grates would cost about \$150,000 and lighting projections would be about \$50,000. The team met with the City electrician and an electrical engineer, and realized businesses can't pull power because they just don't have it available. The electrical study will be \$14,000. Once the study is complete, an accurate estimate can be determined for the electrical system.

Grissim said the major gateway would be approximately \$401,000 and includes pavement treatments, planters, iconic monuments, bollard system and decorative modifications to masts. The minor gateways are \$461,000 and also include pavement treatment, planters, monuments, bollards and mast modifications. The team received pricing from three companies for bollards. The middle bollards in the design plan would drop down in less than 10 seconds to allow for easy access for emergencies. The perimeter bollards are removable and would need to be lifted out manually. This cost would be about \$190,000 at the major gateway.

Grissim said items excluded from the initial budget include removing temporary barricades, structures, signage and gateway intersection control. GMA is waiting for the traffic study to come back to plan for pedestrian connection improvement, including the Comerica Connections walkthrough and alleys. Grissim added that the merchant shelters were not included in initial budget as the team is still working with the HDC on design elements. Other items not included are pod renovations, common space furnishings, parking/loading renovations, and Town Square improvements, which includes pavilion repair and fire pits.

Grissim said high priority items currently include: electrical, gateways, merchant shelter design, parking/loading/service, pavement treatment and repair existing pavers and concrete. Next steps include determining budget, begin design development phase, incorporate traffic study and work with HDC to move forward on shelters, gateways and additional elements. Grissim said operations, maintenance and guidelines will also be part of next steps, and a great resource that will be utilized is other pedestrian friendly communities.

Riley thanked the team at GMA for their in-depth work so far. The DDA will continue to work with the design team to implement the pedestrian plan. Turnbull opened the discussion to any public comment.

Boyd asked if the proposed decking system is flexible throughout the year. Thompson said the base is more permanent and structurally sound to hold the merchant structures. Grissim said the proposed decking material is Timbertrek and is not as slippery as Trex decking product. Huprich said it sounds like the decking is not conducive to move for events or to open the street, and is there a more portable option. Thompson said the decking does not interfere with the 24-ft wide existing roadway, so it can still be utilized with ease. Carter said the EDC has discussed adding bollards even before Covid and adding these will be useful regardless of which aspects of the design plan move forward. Carter added that he is not sold on the idea of running electrical down the entire street and asked if there was consideration of asking merchants to participate by running a feed line out as an alternative solution. Grissim said this will be part of the electrical study. Carter asked how often the checkerboard pavement design needs to be repainted, and what are associated costs. Thompson said the sealcoat is a darker gray and holds up for a long time, but the diamond pattern is like a typical highway paint and needs to be freshened up every 2-3 years, however, this timeframe may extend longer since there is no vehicular traffic in that area. Carter said repairing existing concrete and pavers should be a priority, as well as reconfiguring parking to get as many of the lost 30 spaces back as possible.

Long said most stores at the intersection of Main and Center have rear accessibility, one that does not, but has the most drop offs, is Genitti's. Long said Genitti's currently relies on this area now for drop offs as they at times bring in 2,900 on a weekend. Thompson said for public safety, one priority has been clearing that intersection. The design map includes a space just west of the intersection that will be used for drop offs and deliveries. Thompson added that using this area as a drop off also avoids having people walking across the intersection since they will be dropped off into the pedestrian area.

Huprich said he parks in the lot behind Main Street daily and the exits are very dangerous to get out of due to traffic and shrubbery. Huprich asked what is in the report and how the design plan is affected if there are additional concerns in that area. Thompson said F & V hosted a public workshop and has an online survey for feedback; GMA will be reviewing and relying on the study results to move forward with future design on the project. Price asked if the bollards are ice prepared and agrees that this would be an immediate improvement. Grissim said the bollards have heat control and a battery backup. Riley asked what the difference in pricing is between deployable and removable bollards. Grissim said it would be about half the cost if the design included only removeable bollards.

Krenz said he fully supports bollards and would also like the HDC to consider finding ways to incorporate historic nods to when Northville didn't have cars in the early 1900's. Krenz added that while Downtown Northville is typically quiet in winter months, he would like to find an activation strategy for next winter. Krenz considers the Council to have a fiduciary responsibility to the city and said that Council will make smart decisions when moving forward with this project.

Morowski-Browne is pleased with the focus on pedestrian safety and bollards have been a need in the community for years due to pedestrian and traffic safety concerns. Electrical plans are critical as well as the boardwalk. Morowski-Browne said she is not in favor of the boardwalk design and the team needs to go to a more modular business driven partnership. Businesses would be able to pay for space if they opt in and can invest in electrical and platforms if they choose to. Morowski-Browne added that there was a lot of federal money

available with a focus on revitalizing Main Streets and the team should research how much is left.

AUDIENCE COMMENTS

Derek Blair, 123 E. Main St: Blair inquired how exhaustive the case study research was when looking at Vermont and Colorado, and is there a way to look at the Township, SEMCOG and others to help with funding the project.

Brian Sherle, 120 E. Main St: Businesses do not expect City Council to pay for everything. If businesses are investing in the decking and structures, how does this become a cohesive design. Sherle said maybe there is an opportunity for the City to install the structures, because business come and go. The City would be able to manage and rent out the structures.

Will Hundley, 141 E. Main St: The ADA ramps and capability would have a different look if businesses have the choice to opt in or out of the design. Hundley likes the idea of having a cohesive design and having the structures be part of the rental program as part of the outdoor seating permits. The longevity of use of structures needs to also be considered if the investment is made up front.

William Demray, 371 E. Main St: Demray is hoping to have clarification on what removeable and deployable bollards are and where they will be located. The heaters will be a significant part of electrical construction costs that are not included in the details. Demray asked if there will be City accessible restrooms, and will the City invest in porta john type stalls that flush top to bottom.

Nancy Chirri, 661 W. Main St: With regard to reconfiguring the lot behind Main Street, look at moving entrances between the curve on Hutton and people turning off of Main to Hutton. It is difficult to exit the lot. It is also difficult for people driving on Hutton because drivers cannot see people turning out of the lot. This is the same for the entrance on Dunlap. Chirri finds people coming up Hutton from Cabbagetown, cutting through to avoid Hutton. Chirri hopes the team will consider removing parking near entrances and move another of the entrances.

Turnbull closed audience comments. The meeting tonight was for informational purposes and there will be no action tonight on this discussion.

Motion by Morowski-Browne, seconded by Carter to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 10:00 pm.

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



Northville DDA Election of Officers 2023

Background:

The fiscal year of the Authority begins on July 1st of each year and end on the next succeeding June 30. Annually, the DDA Board of Directors elects a Chairperson, Vice-Chairperson, Secretary and Treasurer. The Secretary and Treasurer do not need to be members of the Board to serve in this office. The officers elected shall be for a term of one (1) year or until a successor is designated.

An email was sent to the DDA Board members to announce the scheduling of the election of officers for 2023. Current DDA Board Chair Shawn Riley has indicated he is interested in continuing to serve as Chair. DJ Boyd has indicated that he willing to serve as Vice Chair and Ryan McKindles has indicated that he is willing to remain as the Treasurer. The Secretary position is currently held by DDA staff Jessica Howlin. Jessica currently prepares the meeting minutes and staff would recommend that she remain the Secretary.

DDA staff will continue to compile a list of individuals interested in various positions and during the DDA January Board meeting we will accept additional names from the floor. The DDA Board will then vote on officers for 2023.

Members who have expressed interest:

Chair: Shawn Riley

Vice Chair: DJ Boyd

Treasury: Ryan McKindles

Secretary: Jessica Howlin



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: DDA Budget Discussion 2023-24

Date: February 28, 2023

At this year's February and March DDA Board meetings DDA staff and Board members will discuss funding priorities for the DDA in the coming year. The DDA has limited staff and financial resources that will need to be focused to accomplish the DDA Goals and Objectives approved in January. Today the communication will concentrate on notable changes in the budget and discussion of the budget details will be held at a future meeting.

This year, the DDA's TIF revenue has been projected to increase by approximately \$30,000. This number may change a bit over the next few months as the City's Assessor, Mitch Elrod, completes his annual work and new tax revenue from recently completed projects come on line. In addition to the increased TIF revenue and operating levy changes can be seen in the Appropriation of Prior Year Surplus of \$81,386. This is due to expenditures from a road repair project scheduled in fiscal year 2023-24 that would repair Main Street between Center and Hutton. The DDA has approximately \$110,000 earmarked for this project in the account restricted for street repairs. A few years ago, the city levied a road millage to be used for street improvements only. The DDA was asked to also restrict the revenue collected by the DDA from this source for use on street improvements (see page 8 of the draft budget).

Beginning in this upcoming budget year, the DDA revenue page shows an increase of \$6,000 annually for insurance proceeds. The need to replace damaged and aging light poles and luminaires is happening with increased frequency. This year the DDA has spent approximately \$25,000 in lighting equipment and the need for an additional \$43,500 was requested by DPW. If possible, the DDA/City seeks reimbursement for the damaged fixtures. Sadly, many occur in the evening and are not reported. In talking with the Finance Director, Wiktorowski suggested that we show the offsetting revenue (see page 7 of draft budget) to the replacement costs (see page 8 of the draft budget) under street furnishings.

The Design budget has remained fairly consistent with the exception of the \$110,000 budgeted for the Main Street Improvement project. Social District expenditures have increased as we have added 6 new restaurants and breweries to the list of participating businesses. Signage, trash receptacles, print cards and labor will all increase this year.

DPW has requested additional funds be added to the DDA budget for lighting replacement, electrical repair, and other related maintenance projects. The DDA has addressed the repairs and maintenance, but not at the level requested by DPW which totals over \$100,000.

This year, utilities skyrocketed with water increasing by almost 400% and gas increasing by 200% over the past 2 years. DDA staff met with the Wiktorowski to discuss this huge increase. Recently it was discovered that a third water meter that services much of the downtown had not been billed by the GLWA. That oversight has been corrected, adding significantly to the DDA's water budget. The DDA will be exploring, with the assistance of the DPW, these charges to ensure that there are no leaks in either gas or water that could be contributing to this steep increase.

The DDA's Marketing Committee budget is relatively unchanged with the exception of an increase in the Downtown Programs and Promotions. This reflects the increase in the number of big bands that have returned to our summer concert series.

Printing and design of parking maps are recommended as part of the Parking Committee budget. Each year the DDA Budgets for \$25,000 for parking deck improvements (see page 9 of draft budget). If these funds are not spent, they revert to the DDA fund balance. The past few years as the DDA completed the major capital projects on both decks, little maintenance has been required. In addition, DDA staff, working with the City, have been negotiating with Singh Development to find a solution where Singh Development more fully participate in the upkeep and operation of the MainCentre deck. Until these negotiations are complete, no projects have been scheduled. Once the new City Manager George Lahanas gets settled into his new role, the facilitation process will resume.

The DDA's Operating Committee budget has declined by \$14,000 this year due in part to the reduction of legal fees. As noted above, the Singh discussions will hopefully be coming to conclusion and an agreement reached. The legal fees associated with the Northville Downs project will be reimbursed by Hunter Pasteur (see page 7 – Developer reimbursement).

The Economic Development Committee budget has decreased from \$85,410 to \$38,885. In the current fiscal year, the DDA has funded planning and design fees including Bob Gibbs retail study, Grissim Metz pedestrian plan and \$10,000 budget for an update and printing of a Business Investment Guide that can be used to attract new businesses and retain existing businesses. These expenses will be incurred in this fiscal year, resulting in a smaller amount budgeted for studies in 2023-34 fiscal year.

The DPW has remained consistent from year to year as most of the repairs and maintenance costs are contracted with outside vendors due to the work load of the DPW.

The final page of the draft budget, Page 11, shows the beginning year fund balance of \$414,661 and a year end fund balance of \$333,275 (25% of revenue) with \$249,408 being unrestricted.

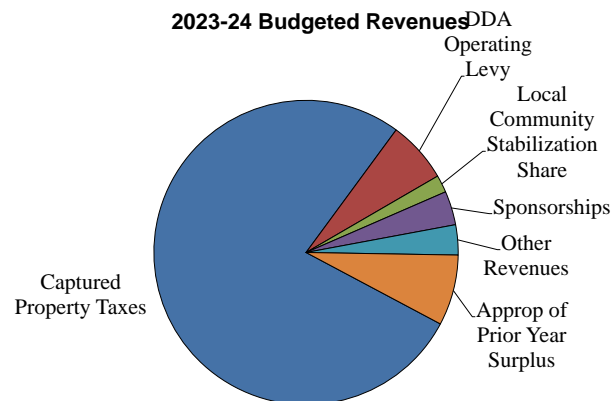
The DDA will need to discuss whether to utilize fund balance to fund additional maintenance costs requested by DPW, make additional cuts in other line items like events and marketing, or leave the items underfunded. The big decision, however, is whether the DDA is interested and/or willing to fund the entire cost of the pedestrian plan and utilize the DDA's bonding capacity. The DDA is currently scheduled to pay off the existing bonds in 2 years which would allow the DDA to accrue funds for other projects or issue new debt for unfunded projects. Examples of unfunded projects:

- Improved connections from historic downtown to the new Northville Downs development area
- Complete streetscape project along Main Street, east of Hutton
- Repair Pavilion
- Replacement of Truck for Seasonal employees
- Historic Banners in Comerica Community Connection
- Upgrade of electrical distribution and capacity
- New Santa House
- Others

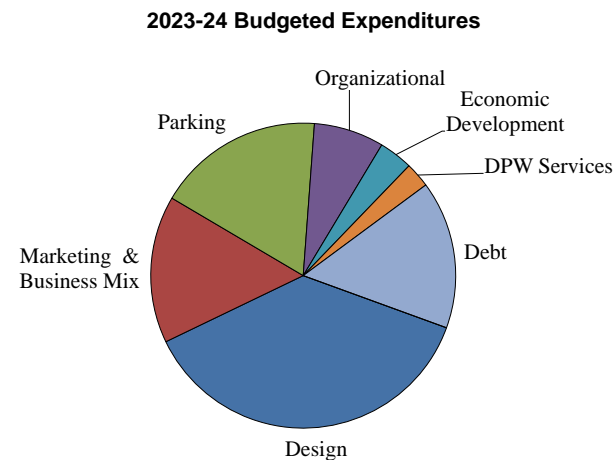
At next month's DDA Board meeting, the DDA will review the draft budget and make any changes prior to submission to City Council.

City of Northville
 Proposed 2023-24 Downtown Development Authority Budget
 (with historical comparative data)

Revenues	FY22	FY23	FY24	FY24
	Actual	Projected	Proposed	% Total
Captured Property Taxes	\$ 767,750	\$ 811,598	\$ 838,194	77.4%
DDA Operating Levy	63,393	67,396	70,885	6.5%
Local Community Stabilization Share	39,868	24,431	20,000	1.8%
Sponsorships	29,285	38,682	39,000	3.6%
Other Revenues	6,524	51,912	34,705	3.2%
Approp of Prior Year Surplus	-	7,431	81,386	7.5%
Total Revenues	\$ 906,820	\$ 1,001,450	\$ 1,084,170	100.0%



Expenditures	FY22	FY23	FY24	FY24
	Actual	Projected	Proposed	% Total
Design	205,934	296,428	404,445	37.3%
Marketing & Business Mix	131,654	165,220	169,390	15.6%
Parking	158,908	161,200	191,815	17.7%
Organizational	102,272	94,857	80,665	7.4%
Economic Development	46,929	85,410	38,885	3.6%
DPW Services	24,478	28,455	28,895	2.7%
Debt	174,685	169,880	170,075	15.7%
Unallocated Reserve	61,961	-	-	0.0%
Total Expenditures	\$ 906,820	\$ 1,001,450	\$ 1,084,170	100.0%



City of Northville
Line Item Budget for the Year Ended June 30, 2024 and
Five Year Plan - 2023 through 2027

DOWNTOWN DEVELOPMENT AUTHORITY

Revenue	2020-21 Actual	2021-22 Actual	2022-23 Projected	2023-24 Proposed Budget	2024-25 Estimated Budget	2025-26 Estimated Budget	2026-27 Estimated Budget
Captured Property Taxes =							
Taxable Value Subject to Capture			30,313,952	31,573,905	32,205,383	32,849,491	33,506,481
x Estimated Tax Levies per Mill			26.7733	26.5473	26.5473	25.4498	25.4498
DDA Operating Levy =							
Prior Years' Millage Approved			1.8158	1.8158	1.8158	1.8158	1.8158
x Millage Reduction Fraction			1.0000	1.0000	1.0000	1.0000	1.0000
= Allowable Levy			1.8158	1.8158	1.8158	1.8158	1.8158
x DDA Taxable Value per Mill			37,117	39,038	39,819	40,615	41,427
248-000-404.000 Captured Property Taxes	734,235	767,750	811,598	838,194	854,958	836,005	852,725
248-000-451.000 DDA Operating Levy	61,007	63,393	67,396	70,885	72,303	73,749	75,223
248-000-412.000 Delinquent Personal Property Taxes	321	727	-	-	-	-	-
248-000-418.000 Property Taxes - Other	(5,485)	6,226	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
248-000-490.090 Newspaper Rack Registration Fees	-	180	180	180	180	180	180
248-000-490.100 Outdoor Dining/Retail Permits	21,768	11,397	13,846	15,000	15,000	15,000	15,000
248-000-528.000 Other Federal Grants	20,212	-	-	-	-	-	-
248-000-573.000 Local Community Stabilization Share	34,092	39,868	24,431	20,000	20,000	20,000	20,000
248-000-626.000 Miscellaneous Revenue	-	-	561	200	200	200	200
248-000-626.010 Developer Reimbursement	-	-	20,000	-	-	-	-
248-000-626.110 EV Charging Station Revenue	-	1,513	1,515	1,515	1,515	1,515	1,515
248-000-665.xxx Net Investment Income	3,003	(16,134)	16,110	12,110	9,110	9,110	9,110
248-000-667.020 Rental Income - Town Square	340	1,360	700	700	700	700	700
248-000-674.020 Sponsorships - Heat in the Street	125,433	825	-	-	-	-	-
248-000-677.000 Sponsorships	46,900	28,460	38,682	39,000	39,000	39,000	39,000
248-000-678.000 Insurance Proceeds	5,072	1,256	-	6,000	6,000	6,000	6,000
	1,046,899	906,820	994,019	1,002,784	1,017,966	1,000,459	1,018,653
Total Revenue	1,046,899	906,820	994,019	1,002,784	1,017,966	1,000,459	1,018,653
Fund Balance Reserve							
248-000-699.000 Approp of Prior Years' Surplus	-	-	7,431	81,386	-	-	-
Total Budget	1,046,899	906,820	1,001,450	1,084,170	1,017,966	1,000,459	1,018,653

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City of Northville
Line Item Budget for the Year Ended June 30, 2024 and
Five Year Plan - 2023 through 2027

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	Actual	Actual	Projected	Proposed Budget	Estimated Budget	Estimated Budget	Estimated Budget
Design							
248-741-706.000 Wages-Regular Full Time	17,150	17,683	22,605	23,175	23,465	23,465	23,465
248-741-707.000 Wages - Overtime Seasonal	-	90	-	-	-	-	-
248-741-709.000 Wages - Seasonals	45,243	53,810	64,880	64,880	64,880	64,880	64,880
248-741-725.000 Fringe Benefits	11,334	12,168	14,705	14,825	14,950	14,950	14,950
248-741-726.000 Supplies	356	995	300	300	300	300	300
248-741-775.200 Downtown Materials	24,152	23,587	27,145	28,145	55,645	28,145	28,145
248-741-775.210 Social District Expenditures	-	2,714	1,330	3,000	2,000	2,000	2,000
248-741-775.900 Fuel & Oil	279	822	1,000	1,000	1,000	1,000	1,000
248-741-801.000 Contractual Services	20,767	22,681	31,470	30,370	27,370	30,370	27,370
248-741-801.160 Public Restroom Program	4,326	3,265	4,000	4,000	4,000	4,000	4,000
248-741-920.010 Electrical Service	7,342	6,909	5,000	5,100	5,200	5,300	5,400
248-741-920.020 Natural Gas Service	9,548	18,561	18,600	18,610	18,980	19,360	19,740
248-741-920.030 Water Service - Irrigation	2,724	2,356	9,300	9,760	10,240	10,740	11,270
248-741-938.120 Landscape Maintenance	33,980	31,446	35,310	38,810	38,810	38,810	38,810
248-741-938.160 Brick Repair & Maintenance	-	-	2,000	2,000	2,000	2,000	2,000
248-741-955.210 Signage and Marker Projects	-	-	500	-	-	-	-
248-741-962.500 Vehicle Insurance	385	406	455	470	480	490	500
248-741-967.000 Capital Outlay <\$5,000	1,000	-	-	-	-	-	-
248-741-976.010 Street Furnishings	25,675	5,380	56,328	50,000	25,000	25,000	25,000
248-741-977.000 Capital Outlay . \$5,000	158,031	-	-	-	-	-	-
248-741-995.204 Transfer to City - Roads	-	-	-	110,000	-	-	-
248-741-995.405 Transfer to City - Cameras	-	3,060	1,500	-	-	-	-
	362,293	205,934	296,428	404,445	294,320	270,810	268,830

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City of Northville
Line Item Budget for the Year Ended June 30, 2024 and
Five Year Plan - 2023 through 2027

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Expenditures (continued)	Actual	Actual	Projected	Proposed Budget	Estimated Budget	Estimated Budget	Estimated Budget
Marketing & Business Mix							
248-742-706.000 Wages-Regular Full Time	17,150	17,683	18,085	18,540	18,775	18,775	18,775
248-742-709.000 Wages - Part Time	16,180	15,938	30,865	31,640	32,035	32,035	32,035
248-742-725.000 Fringe Benefits	8,367	8,341	9,270	9,425	9,505	9,505	9,505
248-742-726.000 Supplies	-	-	50	50	50	50	50
248-742-801.000 Contractual Services	50,764	41,450	54,365	54,365	54,365	54,365	54,365
248-742-801.340 Web Site	1,404	1,040	1,320	1,320	1,320	1,320	1,320
248-742-955.160 Downtown Programs & Promotions	45,674	45,942	49,900	53,300	53,600	53,600	53,600
248-742-955.190 Business Retention Program	-	1,261	1,365	750	2,750	750	2,750
	139,539	131,654	165,220	169,390	172,400	170,400	172,400
Parking							
248-743-706.000 Wages-Regular Full Time	8,575	8,842	9,045	9,270	9,390	9,390	9,390
248-743-709.000 Wages-Part Time Admin	1,618	1,594	-	-	-	-	-
248-743-725.000 Fringe Benefits	3,683	3,678	3,445	3,495	3,525	3,525	3,525
248-743-726.000 Supplies	-	47	50	50	50	50	50
248-743-955.200 Downtown Parking Program	90	-	-	2,500	250	250	250
248-743-995.101 Contrib. to General Fund - Street Lights	50,000	50,000	50,000	50,000	50,000	50,000	50,000
248-743-995.230 Contrib. to Parking Fund - Maintenance	93,220	94,747	98,660	101,500	104,430	107,440	110,540
248-743-995.230 Contrib. to Parking Fund - Improvements	-	-	-	25,000	25,000	25,000	25,000
	157,186	158,908	161,200	191,815	192,645	195,655	198,755
Debt							
248-906-995.303 Contribution to DDA Debt Service Fund	173,830	174,685	169,880	170,075	167,561	-	-
	173,830	174,685	169,880	170,075	167,561	-	-

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City of Northville
Line Item Budget for the Year Ended June 30, 2024 and
Five Year Plan - 2023 through 2027

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures (continued)	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	Actual	Actual	Projected	Proposed	Estimated	Estimated	Estimated
				Budget	Budget	Budget	Budget
Organizational							
248-744-706.000 Wages-Regular Full Time	21,437	22,104	13,565	13,905	14,080	14,080	14,080
248-744-709.000 Wages-Part Time Admin	8,090	26,017	20,120	20,625	20,880	20,880	20,880
248-744-725.000 Fringe Benefits	9,729	11,086	6,720	6,830	6,885	6,885	6,885
248-744-726.000 Supplies	1,890	2,234	3,750	1,750	750	750	750
248-744-730.000 Postage	-	32	50	50	50	50	50
248-744-731.000 Publications	130	(3)	-	-	-	-	-
248-744-801.190 Computer Program Services	8,540	5,021	3,632	2,950	2,950	2,950	2,950
248-744-802.010 Legal Services	8,301	8,467	17,000	4,000	4,000	4,000	4,000
248-744-805.000 Auditing Services	4,961	5,104	5,250	5,395	5,500	5,610	5,720
248-744-900.000 Printing & Publishing	2,116	919	1,215	1,215	1,215	1,215	1,215
248-744-920.000 Utilities	1,296	1,296	1,300	1,300	1,300	1,300	1,300
248-744-956.000 Contingencies	-	-	-	-	2,050	6,190	10,440
248-744-958.000 Membership & Dues	1,395	1,395	1,395	1,395	1,395	1,395	1,395
248-744-960.000 Education & Training	75	140	850	850	850	850	850
248-744-962.000 Insurance - MMRMA	4,373	3,838	4,290	4,420	4,550	4,690	4,830
248-744-963.010 Insurance - Special Events	-	1,662	2,500	2,500	2,500	2,500	2,500
248-744-965.000 Overhead	12,710	12,960	13,220	13,480	13,750	14,030	14,310
	85,043	102,272	94,857	80,665	82,705	87,375	92,155
Economic Development							
248-745-706.000 Wages-Regular Full Time	21,437	22,103	27,125	27,810	28,160	28,160	28,160
248-745-709.000 Wages-Part Time Admin	3,236	3,188	-	-	-	-	-
248-745-725.000 Fringe Benefits	9,145	9,134	10,335	10,475	10,565	10,565	10,565
248-745-726.000 Supplies	-	-	100	100	100	100	100
248-745-801.000 Contractual Services	-	2,505	23,850	-	-	-	-
248-745-803.200 Planning Studies	-	10,000	14,000	-	-	-	-
248-745-955.190 Business Retention Program	-	-	10,000	500	500	500	500
	33,818	46,929	85,410	38,885	39,325	39,325	39,325

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City of Northville
Line Item Budget for the Year Ended June 30, 2024 and
Five Year Plan - 2023 through 2027

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures (continued)	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	Actual	Actual	Projected	Proposed	Estimated	Estimated	Estimated
				Budget	Budget	Budget	Budget
DPW Services							
248-573-706.000 Wages-Regular Full Time	11,040	7,674	8,000	8,200	8,305	8,305	8,305
248-573-707.000 Wages-Regular Overtime	490	117	500	515	520	520	520
248-573-725.000 Fringe Benefits	10,087	6,451	8,295	8,505	8,610	8,610	8,610
248-573-801.020 Automotive Services	534	383	525	525	525	525	525
248-573-943.000 Equipment Rental	10,953	9,853	11,135	11,150	11,165	11,175	11,185
	33,104	24,478	28,455	28,895	29,125	29,135	29,145
Total Expenditures	984,814	844,859	1,001,450	1,084,170	978,081	792,700	800,610
Fund Balance Reserve							
248-999-999.00 Unallocated Reserve	62,084	61,961	-	-	39,885	207,759	218,043
	62,084	61,961	-	-	39,885	207,759	218,043
Total Budget	1,046,899	906,820	1,001,450	1,084,170	1,017,966	1,000,459	1,018,653
Analysis of Fund Balance:							
Beginning of Year			422,092	414,661	333,275	373,160	580,919
Revenues			994,019	1,002,784	1,017,966	1,000,459	1,018,653
Expenditures			(1,001,450)	(1,084,170)	(978,081)	(792,700)	(800,610)
End of Year Fund Balance			414,661	333,275	373,160	580,919	798,962
Assigned for Street Improvements			95,133	8,133	31,133	54,133	77,133
Nonspendable - Prepays			29,537	29,537	29,537	29,537	29,537
Assigned for Compensated Absences			46,197	46,197	46,197	46,197	46,197
Fund Balance Unassigned			243,794	249,408	266,293	451,052	646,095
			414,661	333,275	373,160	580,919	798,962
Unassigned Fund Balance as a % of Revenues			25%	25%	26%	45%	63%



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: Street Closures

Date: February 28, 2023

Last summer, the DDA Board voted to recommend to City Council the reopening of Center Street to vehicular traffic and the seasonal closure of Main Street to vehicular traffic. The City Council deliberated the DDA's recommendation, considering additional information in their discussions. City Council voted to close both streets permanently and tasked the DDA with designing and implementing a pedestrian area, combining the two streets that had been closed to vehicular traffic and pledged to be a partner in achieving this goal.

To develop a pedestrian plan, the DDA and City Council jointly funded the development of a conceptual design plan, hiring local landscape architects Grissim Metz Andriese (GMA). In addition, the City Council hired Fleis & Vanden brink (F & V) to provide engineering services to evaluate the impact of the road closures on the area and make recommendations on how to address these impacts.

GMA presented a pedestrian plan to a joint meeting of the DDA and City Council on January. Cost estimates were included in the presentation with a total project cost estimated between \$750,000 - \$2,500,000 depending on the final design components selected for the project. The city is waiting for the engineering report from F & V which is expected to arrive this week. The DDA and City need to determine how the improvements will be funded and how the funding will be shared. This will be the DDA's biggest challenge this year.

The DDA currently has approximately \$250,000 in its unrestricted fund balance. The DDA has set a goal of ensuring that the DDA's unrestricted fund balance equals approximately 25% of the DDA's annual revenue, which it currently does. In addition to the use of fund balance another means of financing projects is the use of bonds. The DDA has met several times with bond counsel and financial advisors to discuss how the DDA and City might pay for these improvements. The DDA currently has streetscape bonds issued that are set to expire in 2025. In addition to this year's payment of roughly \$170,000, two more payments of approximately the same amount are due to fully pay off the bond issue. DDA staff asked the bond team to look at several different issues for the DDA to explore with the amount and duration varying in each scenario.

The typical bond issue would have the City of Northville issue the bonds and pledge their full faith and credit, resulting in lower interest rates. The DDA would service the debt with future TIF revenue. These General Obligation bonds come with a right of referendum,

which means once the DDA has requested City Council to issue the bonds, there is a 45-day window for signatures to be collected and to have the issue placed on a ballot for a future election. The next scheduled election is in November. If there was a desire to hold an election sooner, one could be set in May or August at a cost of roughly \$20,000. This could cause delays to the project. The results of an election could provide support to the project or could result in the project being cancelled.

The DDA and City discussed next steps with Grissim Metz at the Joint meeting in late January. They include:

- Preparation of design development drawings and bidding documents for an agreed upon scope of work. The DDA has been in discussion with GMA regarding the development of the proposal.
- The DDA is in receipt of a proposal from an Electrical Engineer that would conduct a study on electrical capacity and distribution for the pedestrian area. The proposal is \$14,000. This does not include implementation of the solutions.
- Review of the F & V study and any projects that come from it.
- Continue discussions with HDC to determine design for outdoor structures.

Before any additional funds are expended on the street closures, however, the DDA needs to make a decision on whether they are interested and/or willing to fund the entire cost of the pedestrian plan and utilize the DDA's bonding capacity. Now that the DDA has an understanding of the range of financing that will be required to create a pedestrian area downtown, does the DDA have the ability to fund this project on its own? And, is there still support for the project?

Immediate Items

- Clean up, repair, and removal of any items not being used
- Activate street with merchant displays and common space activities
- Remove all traffic and parking references

Infrastructure Improvements

Electrical Phase 1 Engineering Study/ Budgeting \$ 14,000

Electrical System – Construction TBD

Total **\$ 14,000**

High Priority Items

- Electrical Phase 1 engineering and Construction (\$14,000)
- Gateways (\$862,000)
- Merchant Shelter design, engineering, and guidelines
- Parking, loading, service, and renovation/ relocation
- Promenade Pavement Treatment (\$30,000)
- Repair existing pavers, concrete, and asphalt pavements (\$155,000)

Next Steps

- Determine budget to spend toward Priority Items
- Start Design Development Phase on selected Priority Items
- Incorporate Traffic Study into Conceptual Design
- Work with Historical District Commission on gateways, shelters, and other pertinent items
- Develop Operations/ Maintenance/ Guidelines



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: Northville Downs Project Update

Date: February 28, 2023

At the December DDA Board meeting DDA staff advised the Board that a request was made to Hunter Pasteur Homes to cover all costs associated with the DDA boundary expansion and the review of Interlocal and development agreements. These actions are required in order for the Northville Downs project to move forward. The DDA has estimated these fees to be approximately \$25,000 - \$35,000. After initially declining to fund any of the costs, HPH agreed to participate with half of the fees, up to a cap of \$12,500. In January this offer was increased to \$20,000. DDA staff recommended and the DDA Board concurred that the DDA would not move forward on the boundary expansion or review of necessary documents until HPH agreed to cover all expenses associated with this action. The project is valued at \$300 million and the developer has agreed to cover fees for the City but not the DDA.

Following the January 17, 2023 DDA Board meeting, the City committed to cover all costs that the DDA incurs with the boundary expansion and review of documents over the \$20,000 pledged by HPH. City and DDA staff are working together to utilize city staff and consultants to minimize expenses. The DDA's expenses will be covered in their entirety. DDA staff has been in touch with Beckett and Raeder to begin the boundary expansion process. The first meeting of the EDC and Beckett and Raeder is scheduled for February 28th at 3:00 pm.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY January 2023:

PUBLICITY:

Press Releases Sent:

- Chili'in The Ville (January 27)

Upcoming Press Releases:

- TBD Great White Buffalo Brewing Company opening

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 (1/4-page ads)
 - December featured Rebecca's Michigan Store
 - January 2023 featured Toria
 - February 2023 featured Chili'in The Ville
- Full Page Ad in SEEN Magazine in February issue (special deal) highlighting shopping & dining

SOCIAL MEDIA:

- Boosted post for Chili'in The Ville

NORTHVILLE DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors



2023 Meeting Schedule

The monthly meeting of the Downtown Development Authority Board of Directors is the 4th Tuesday of each month at 8:00 am in Meeting Room A of City Hall, 215 W. Main St.

January 24, 2023	February 28, 2023	March 28, 2023
April 25, 2023	May 23, 2023	June 27, 2023
July 25, 2023	August 22, 2023	September 26, 2023
October 24, 2023	November 28, 2023	December 19, 2023

Each month a reminder email is sent the week prior to the scheduled meeting. Typically, the Thursday or Friday prior to the meeting, the Board Packet is sent via email to Board members. This packet contains the agenda, consent agenda, and pertinent topics with support materials, for the meeting. Print copies are available at the meeting.