



Meeting of the DDA Board of Directors January 17, 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. December 2022 Financial Statement (Attachment 4.a)
 - b. December 2022 Invoice Report (Attachment 4.b)
 - c. December 20, 2022 Meeting Minutes (Attachment 4.c)
 - d. 2023 – 24 Goals and Objectives (Attachment 4.d)
5. Street Closure Update
 - a. Conceptual Design Plan ([Attachment 5.a](#))
 - b. Fleis & Vandenbrink Update – Mike Domine
 - c. Joint Meeting of DDA and City Council – January 19, 2023 7:00 pm (Attachment 5.c)
 - d. Funding Source for Closures
6. Northville Downs Project Update
7. Information and Updates
 - a. Design Committee – No Report
 - b. Marketing Committee – Shawn Riley (Attachment 7.b)
 - i. Special Event Meeting Recap – Jeri Johnson
 - c. Organizational Committee – DJ Boyd
 - i. DDA 2023 – 24 Budget February / March Meeting
 - d. Economic Development Committee – Aaron Cozart / Shawn Riley
 - e. Sustainability Committee – Dave Gutman
8. Future Meetings / Important Dates
 - a. Joint Meeting of DDA and City Council – January 19, 2023
 - b. Sustainability Committee Meeting – January 30, 2023
 - c. Marketing Committee Meeting – February 2, 2023
 - d. Executive Committee Meeting – February 8, 2023
 - e. Design Committee Meeting – TBD
 - f. DDA Board Meeting – February 28, 2023
 - g. Parking Committee – TBD
9. Board and Staff Communications
10. Adjournment – Next Meeting – **February 28, 2023**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 12/31/2022

% Fiscal Year Completed: 50.41

DECEMBER BENCHMARK 50%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE		% BDGT 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	811,602.00	708,367.12	1,876.42	103,234.88		87.28
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	65,082.93	191.66	2,043.07		96.96
PROPERTY TAXES		880,774.00	877,728.00	773,447.04	2,068.08	104,280.96		88.12
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	3,039.89	815.98	2,960.11		50.66
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	30.00	2,500.00	1,492.23	374.72	1,007.77		59.69
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650.00	7,000.00	2,859.93	0.00	4,140.07		40.86
248-000-665.400	INVESTMENT POOL BANK FEES	(100.00)	(600.00)	(202.00)	(33.74)	(398.00)		33.67
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750.00)	(750.00)	(283.48)	(62.23)	(466.52)		37.80
248-000-665.600	BANK LOCKBOX FEES	(200.00)	(1,000.00)	(215.14)	(39.81)	(784.86)		21.51
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(52.85)	0.00	(87.15)		37.75
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(12,000.00)	(9,343.74)	0.00	(2,656.26)		77.86
INTEREST		5,490.00	1,010.00	(2,705.16)	1,054.92	3,715.16		(267.84)
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	520.00	210.00	180.00		74.29
RENTAL INCOME		700.00	700.00	520.00	210.00	180.00		74.29
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	38,000.00	38,682.00	41,182.80	2,500.00	(2,500.80)		106.47
GRANTS & OTHER LOCAL SOURCES		38,000.00	38,682.00	41,182.80	2,500.00	(2,500.80)		106.47
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	838,650.54	5,833.00	139,289.46		85.76

PERIOD ENDING 12/31/2022
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DECEMBER BENCHMARK 50%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
TOTAL REVENUES		977,754.00	977,940.00	838,650.54	5,833.00	139,289.46		85.76
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	11,500.00	8,000.00	1,383.43	434.12	6,616.57		17.29
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	7,500.00	1,315.06	408.49	6,184.94		17.53
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	6,049.05	5,727.15	5,085.95		54.32
Total Dept 573 - DPW SERVICES		34,660.00	27,660.00	8,868.25	6,569.76	18,791.75		32.06
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	22,605.00	22,605.00	11,182.23	1,601.19	11,422.77		49.47
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	42,636.68	3,577.50	22,243.32		65.72
248-741-725.000	FRINGE BENEFITS	13,540.00	13,540.00	8,166.16	979.31	5,373.84		60.31
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	1,425.78	231.26	25,719.22		5.25
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	1.73	446.20		55.38
248-741-801.000	CONTRACTUAL SERVICES	31,470.00	31,470.00	10,603.83	299.00	20,866.17		33.70
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	1,710.00	195.00	2,290.00		42.75
248-741-920.010	ELECTRIC POWER	1,420.00	3,740.00	2,188.73	510.37	1,551.27		58.52
248-741-920.020	NATURAL GAS	8,410.00	8,410.00	2,046.69	1,564.53	6,363.31		24.34
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	452.00	0.00	3.00		99.34
248-741-976.010	STREET FURNISHINGS	37,500.00	37,500.00	29,471.08	187.00	8,028.92		78.59
Total Dept 741 - DESIGN COMMITTEE		260,200.00	264,160.00	118,816.95	9,146.89	145,343.05		44.98
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,085.00	18,085.00	8,958.47	1,280.94	9,126.53		49.54
248-742-709.000	WAGES - PART TIME	30,865.00	30,865.00	15,497.94	2,248.21	15,367.06		50.21
248-742-725.000	FRINGE BENEFITS	8,625.00	8,625.00	4,563.52	688.06	4,061.48		52.91
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	26,486.50	3,143.00	29,378.50		47.41
248-742-801.340	WEB SITE MAINTENANCE	1,355.00	1,355.00	931.71	0.00	423.29		68.76
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,100.00	50,100.00	34,379.22	190.22	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	92,182.36	7,550.43	74,127.64		55.43
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,045.00	9,045.00	4,479.34	640.50	4,565.66		49.52
248-743-725.000	FRINGE BENEFITS	3,445.00	3,445.00	1,685.63	257.37	1,759.37		48.93
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

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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	49,330.00	0.00	74,330.00		39.89
Total Dept 743 - PARKING COMMITTEE		186,700.00	186,700.00	80,494.97	897.87	106,205.03		43.11
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,565.00	13,565.00	6,750.84	960.73	6,814.16		49.77
248-744-709.000	WAGES - PART TIME	20,120.00	20,120.00	10,685.06	1,750.40	9,434.94		53.11
248-744-725.000	FRINGE BENEFITS	5,745.00	5,745.00	3,439.52	535.75	2,305.48		59.87
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	368.00	(343.50)		111.45
248-744-802.010	LEGAL SERVICES - GENERAL	11,000.00	11,000.00	3,446.50	140.50	7,553.50		31.33
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	471.73	0.00	743.27		38.83
248-744-920.000	UTILITIES	1,300.00	1,300.00	647.82	107.97	652.18		49.83
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	6,610.00	0.00	6,610.00		50.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,505.00	86,315.00	48,677.31	3,863.35	37,637.69		56.39
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,125.00	27,125.00	13,421.74	1,921.44	13,703.26		49.48
248-745-725.000	FRINGE BENEFITS	10,340.00	10,340.00	5,049.98	772.10	5,290.02		48.84
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	16,496.50	12,809.00	7,353.50		69.17
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	34,968.22	15,502.54	41,946.78		45.46
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	391,448.06	43,530.84	586,491.94		40.03

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 12/31/2022

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DECEMBER BENCHMARK 50%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET	12/31/2022 NORM (ABNORM)	MONTH 12/31/22 INCR (DECR)	NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
	TOTAL REVENUES	977,754.00	977,940.00	838,650.54	5,833.00	139,289.46		85.76
	TOTAL EXPENDITURES	977,754.00	977,940.00	391,448.06	43,530.84	586,491.94		40.03
	NET OF REVENUES & EXPENDITURES	0.00	0.00	447,202.48	(37,697.84)	(447,202.48)		100.00

01/10/2023 04:17 PM
 User: jhowlin
 DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 12/01/2022 - 12/31/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Attachment 4.b

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	NOV MGMT FEES	62.23	119718
Total For Dept 000				62.23	
Dept 741 DESIGN COMMITTEE					
248-741-775.200	DOWNTOWN MATERIALS	CHRIS HELINSKI	FIRE PIT ROCK	190.80	119714
248-741-775.200	DOWNTOWN MATERIALS	WILLIAM M CONLIN	MATERIALS FOR SANTA HOUSE - REIMBURSE	40.46	119832
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE & INTERNET	299.00	500500
248-741-801.000	CONTRACTUAL SERVICES	COMMUNITY FINANCIAL CREDI	DEC ZOOM, COMCAST, CONSTANT CONTACT	248.40	
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY RESTROOM PROGRAM	195.00	119685
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 11/15/22 - 12/15/22	510.37	119785
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 11/2/22 - 12/2/22	1,564.53	500501
248-741-976.010	STREET FURNISHINGS	HERWIG LIGHTING	LIGHT POLE INSPECTION BASE COVERS	187.00	119775
Total For Dept 741 DESIGN COMMITTEE				3,235.56	
Dept 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	SIGNS FOR XL PHOTO FRAME	53.00	119671
248-742-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FEES	385.00	119703
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	2,000.00	119767
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	SIGNS FOR XL PHOTO FRAME PROP	65.00	119788
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	HEAT IN THE STREET SIGNS	90.00	119788
248-742-801.000	CONTRACTUAL SERVICES	COMMUNITY PUBLISHING & MARK	Q4 NORTHVILLE TODAY AD	550.00	119804
248-742-801.340	WEB SITE MAINTENANCE	COMMUNITY FINANCIAL CREDI	DEC ZOOM, COMCAST, CONSTANT CONTACT	52.25	
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	JERI JOHNSON	SANTA SUIT DRY CLEANING - REIMBURSE	52.31	119635
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	JESSICA HOWLIN	CANDY CANES FOR SANTA HOUSE	15.16	119725
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	JESSICA HOWLIN	SANTA - CANDY CANES	6.81	119822
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	HOME DEPOT CREDIT SERVICES	6035322538839337 - DDA SANTA HOUSE SUPE	115.94	119792
Total For Dept 742 MARKETING COMMITTEE				3,385.47	
Dept 744 ORGANIZATIONAL COMMITTEE					
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	VC3 INC	EXCHANGE ONLINE LICENSING	144.00	119717
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	VC3 INC	2FA EMAIL LICENSING	108.00	119815
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	VC3 INC	EMAIL 2FA LABOR	116.00	119815
248-744-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL NOV 22 (21.1)	52.50	119660
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN PLLC	LEGAL FEES - REAL ESTATE NOV 22 (8.35)	88.00	119710
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATIONS,	PHONE & INTERNET	32.97	500500
Total For Dept 744 ORGANIZATIONAL COMMITTEE				541.47	
Dept 745 ECONOMIC DEVELOPMENT COMMITTEE					
248-745-801.000	CONTRACTUAL SERVICES	GRISSIM-METZ ASSOCIATES	PEDESTRIAN PLAN DESIGN SERVICES	12,809.00	119682
Total For Dept 745 ECONOMIC DEVELOPMENT COMMITTEE				12,809.00	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				20,033.73	

**DOWNTOWN DEVELOPMENT
AUTHORITY
Meeting of the DDA Board of
Directors December 20, 2022**

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

ROLL CALL

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

Absent: *Aaron Cozart, Ryan McKindles*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Patrick Sullivan/City Manager, Barbara Morowski-Browne/City Council, Marilyn Price/City Council, Andrew Krenz/City Council, Mark Wollenweber/Interim City Manager, Dave Gutman/Resident, Fred Sheill/Resident*

AUDIENCE COMMENTS

None

AUDIENCE COMMENTS

Turnbull introduced Mark Wollenweber as the interim City Manager. Wollenweber will be on staff for the next several months while the City selects a new City Manager. Wollenweber said he has been an interim manager 3-4 times, and worked in Plymouth, Huntington Woods, St. Clair Shores, Grosse Pointe Woods and Grosse Pointe Shores. Wollenweber added that he is an AICP member and has prior experience working with DDAs.

APPROVAL OF AGENDA AND CONSENT AGENDA

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

Motion carries.

INFORMATIONAL MEETING – PA57

Ward said the state requires DDA's to host two informational meetings annually. DDA staff invites all taxing jurisdictions that the DDA captures tax from, and the meeting is to review revenue/expenditures. This requirement was implemented about 4 years ago, and included a reporting component to include more information and tracking. DDA staff works with the City's finance department to prepare. Ward said the DDA was established in 1978, last amended in 2015 and there are currently discussions to amend again and possibly include a boundary expansion. The current TIF plan is set to expire in 2040, but an option to extend the expiration will be reviewed as part of an amended and restated plan.

Ward said the DDA has been collecting revenue since 1979. Last year \$767,750 was collected in TIF revenue, and captured tax breakdown includes about 29% from Wayne County, 58% from the city, 4% from the library, 8% from Schoolcraft College and 1% from other, which includes the Metroparks. Ward said the DDA tax capture allows the DDA to collect not only locally but also from other entities that would normally revert back to other jurisdictions. Ward added that DDA expenditures, sorted by committee, were \$844,862. This number fluctuates annually based on projects planned. Ward said a previously issued bond that was issued for a streetscape improvement project is set to expire in 2025 and will provide the DDA capability to issue new debt. Long asked what the bond expense is. Ward said the expense is about \$175,000 annually. Ward noted that DDA staff will work with the Executive Committee to adjust the informational meeting schedule going forward.

JAG ENTERTAINMENT CONCERT SERIES PROPOSAL

Riley said that he and Johnson reviewed contracts and met with both Cal Stone and JAG Entertainment for a proposal for the 2023 concert series. Johnson said that since the pandemic is waning a bit, the DDA has received feedback to bring back larger bands in the stage area. Johnson said for the summer 2023 series, the DDA would like to have 2 large Saturday night concerts per month, for the months of June, July, August and September. The remaining Friday and Saturday nights each month will continue to have acoustic acts. The concert series will end after the Skeletons event the first weekend of October. Johnson said that having two larger acts per month increases the cost of the series. Last year the cost was \$29,100 and this year it has increased to \$32,800. Riley noted that the JAG contract includes a sound team during the concerts to manage volume. JAG also brings great equipment for performers to use. Riley said the Cal Stone contract was different in that the solo/duo acts would be required to bring in their own equipment. Ward said the music will still be set up both on Center and Main Streets, with the exception of the big bands in Town Square. Huprich asked if there is any oversight on which performers are hired. Riley said the performers are hired directly through JAG Entertainment, and the JAG crew reports back if there are any issues, which there haven't been any.

Motion by Presley, seconded by Long, to authorize the DDA Director on behalf of the DDA board to enter into a contract with JAG Entertainment to continue managing the concert series at \$600 per acoustic concert and \$2,000 per stage concert for a total of \$32,800, and to provide talent, sound equipment and management. **Amended by Boyd**, to include veto power on bands the DDA deems inappropriate. **Motion carries.**

INCREASE IN CITY'S PURCHASING POLICY

Ward said the subject of purchasing limits came up during a recent Executive Committee meeting. Currently the City's purchasing policy requires that sealed bids be required for all transactions involving expenditures of more than \$5,000. The limit has not been changed in many years and the financial cap sometimes makes it difficult and cost consuming. Boyd requested that the policy be reviewed and possibly updated. Huprich asked if there is a certain number of bids required for high dollar amount expenditures. Ward said there is no requirement for a minimum number of bids.

Motion by Boyd, seconded by Buckhave, to request City Council to review the City's existing Purchasing Policy with the intention of updating the specifications to address the increased cost of goods and services. **Motion carries.**

STREET CLOSURE UPDATES

Ward said the board packet includes several renderings of the design concept for the streetscape plan. Ward said that Grissim Metz Andriese Associates (GMAA) hosted a community walking workshop on December 7, which was attended by approximately 75-80 people. GMAA took small breakout groups around town to show the concepts and receive feedback. On December 15, traffic engineers from Fleis & Vandenbrink (F&V), hosted a community meeting at City Hall to review pedestrian and traffic impacts of the street closures. Ward said that during this meeting, many attendees spoke out on wanting the streets reopened. The next meeting for the pedestrian plan project is scheduled for January 4th, where the Advisory Committee will fine tune the plan with GMAA. There is also a joint meeting scheduled with City Council and DDA board on Thursday, January 19th. The DDA Board will also have a regularly scheduled board meeting on Tuesday, January 17th.

Jaafar asked if the designs will go before the Historic District Commission (HDC). Ward said the HDC appointed a 3-member subcommittee and is working with GMAA to work through issues – this so far has been very positive. Long asked what material the decking system is made from, since Trex decking is very slippery when wet. Ward said GMAA is aware of an outdoor product that will not be slippery, which they have used in Milford. Huprich said it was very helpful to walk around and see the designs. Ward reminded the board that the Advisory Committee is comprised of the EDC and some downtown merchants. Ward added that the meetings are open to the public and encourages attendance to anyone available to attend.

NORTHVILLE DOWNS PROJECT

Presley recused himself from the discussion as he is part of the project design team.

Ward said DDA staff has been authorized by the DDA Board to move forward with two items. The first is to solicit a proposal and hire a planning consultant to begin working on updating the TIF and Development Plan and extend DDA boundaries. Staff contacted Beckett & Raeder, a landscape architecture, planning and engineering firm located in Ann Arbor. John Iacoangeli, a partner at the firm, will be working on updating the TIF and Development Plan. Iacoangeli has previously worked with the DDA to update other TIF and Development Plan amendments and is familiar with Northville and the community. The proposal came in at \$15,000 and City Council took action to support the contract.

Ward said the second item that the board authorized DDA staff to accomplish, with an approval at the board meeting on May 17th, is to retain legal counsel to prepare documents. DDA staff vetted several attorneys and selected Emily Palacios of Miller Johnson to represent the DDA. Ward said Palacios has over 20 years of experience and comes highly recommended. Ward said Palacios has submitted a bio and draft of an engagement letter, however, there is not a determined rate yet. Ward said that Palacios will assist the DDA to either draft or review an interlocal agreement, which is required between the DDA and the Brownfield Redevelopment Authority in order for brownfield to be able to collect the TIFs resulting from the project.

Ward said she reached out to Hunter Pasteur Homes (HPH) before going to City Council, and asked that HPH pick up the costs associated with the consulting services, which are a direct result of the development and the DDA would not otherwise be taking action on these items.

The fees could be up to \$25,000. Ward said that HPH response was that their participation is to credit the DDA \$50,000 per year for any unforeseen expenses related to the development and they will not cover the additional fees. Ward said the \$50,000 is not going to be received by the DDA until 2026, and the services need to be done right away. The most recent response from HPH was an agreement to participate in half of the costs with a cap of \$12,500. Ward said she does not recommend accepting this and if HPH wants the DDA to move forward with the boundary expansion and interlocal agreement, HPH should cover all of the related service charges.

Long asked what the total DDA loss of revenue would be. Gutman said there is a TIF schedule; Ward said that it's about \$2.9 million. Long asked if this is a tax abatement. Ward said the DDA is not giving a tax abatement, the abatement is through the City. Ward said there are multiple aspects at play with financing, including a brownfield TIF and a tax abatement on the apartment building. Boyd said the expenses are rough numbers that total approximately \$17 million, which the developer is incurring upfront, with the DDA responsibility to be about \$3 million of the total \$17 million expense; the DDA is forgoing the revenue for an agreed upon time, it's not actually a loss of revenue. Sullivan noted that the City/DDA are actually going to be getting more revenue than before; the tax revenues are not considered losses because it is revenue the City/DDA would not have had if the project was not moving forward.

Ward said at this juncture, DDA staff needs direction on how to proceed with the limited participation that HPH is willing to offer. Long asked if the DDA board or Executive Committee will be making the decision. Ward said that at the May 17th Board meeting, DDA authorized Riley, Boyd and Ward to retain counsel. Riley said that HPH wants to limit financial involvement to \$12,500 and the DDA doesn't have an exact number to work with. Johnson said that at the last DDA meeting, Richard Barr said that HPH will cover costs of survey preparation with a certified surveyor. Buckhave asked if all the fees are separate. Ward said the services are all combined. Huprich asked why the developer is not willing to pay more. Ward said that the developer has agreed only to providing a cash flow of \$50,000 annually for the DDA to use on unforeseen expenses as a result of the project and the developer thinks that the DDA should pay for the costs of boundary expansion, counsel etc. should be paid for out of that balance. Riley said the expenses are immediate and the developer is not paying \$50,000 for three more years.

Buckhave asked what happens if the project is delayed, Ward said that the DDA doesn't get money until the developer starts collecting money. Gutman said that the issue is that these expenses were not previously recognized as expenses during the negotiation process, and the DDA has good reason to pushback as these costs sprang out of nowhere. Boyd said the DDA recognizes the added expense and the DDA does not have the funds to cover the necessary work to be done for the project's expansion. In previous meetings with Barr and Herkowitz, the expenses were referenced and it was indicated that the developer would support the DDA to cover these expenses.

Sullivan said one cost was a land survey, which would create a legal description of the park property and added that HPH may not want to pay for expanded boundaries outside of the project. Ward said the DDA is only concerned with covering the expenses incurred within the project boundaries. Long asked why HPH is unagreeable to paying for the DDA legal fees if HPH is already covering the City's legal fees. Riley asked how long a boundary expansion takes. Riley also asked, (referencing Attachment 9.b in board packet) why the DDA would include the Art House into the new DDA boundaries. Buckhave asked which areas on the list

would be subject to DDA tax capture. Ward said the only area currently being considered that is not associated with HPH would be The Garage.

Motion by Boyd, seconded by Buckhave, to defer current engagement process for professional services connected to boundary expansion and interlocal agreement until HPH agrees to pay full consulting services. **Motion carries.**

DDA BOUNDARY DISCUSSION

Ward said as part of the boundary expansion, maps included in the packet include geographic areas the DDA previously considered expanding into. The 2022 map in the board packet, Attachment B, includes an expansion to include the river walk and to straighten the bottom boundary on the South to the newly created Beal Street, which is partly due to assessment ease. One additional area to be considered on the 2022 map is The Garage restaurant. Ward said that looking at Attachment A, other areas previously discussed for potential expansion included City Hall, the Library and the Community Center. These are not revenue producing and will not be considered at this time. Cole asked what The Garage will receive with being included in the DDA, will there be a PUD, and does anything else happen in the development standpoint, since this property is supposed to be transitional to the west side. Boyd said The Garage would be eligible for DDA covered expenses. Cole said he lives on High Street and wants to ensure the zoning does not change. Sullivan said the PUD goes with the property.

Ward said these are all strictly boundary considerations, when the process gets going and the DDA gets into revenue projections, it may be determined not to include some of the areas. Long asked if there was any consideration to include Cadytown in the boundary expansion. Boyd asked if the boundary approvals go from DDA to Council and are there any sticky points from Council perspective. Sullivan said that the Foundry Flask project is already committed under the brownfield for 10-13 years.

Jaafar said he is not comfortable voting on an expansion until there is more information. Ward said that the expansion can be further researched on pros and cons before making a decision.

Motion by Buckhave, seconded by Jaafar, to look at the viability of expanding the DDA boundary areas to include properties listed in areas A and B on Attachment B. **Motion carries.**

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee:* No report.
- b. *Marketing Committee:* No report.
- c. *Parking Committee:* No report.
- d. *Organizational Committee:* No report.
- e. *Economic Development Committee:* No report.
- f. *Sustainability Committee:* No report.

BOARD COMMUNICATION

Riley thanked Pat Sullivan for his years of service. Ward said the next meeting is on January 17th, and will be on goals and objectives.

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

Meeting adjourned at 10:00 am.

Respectfully submitted,

Jessica Howlin, Marketing & Administrative Assistant Northville DDA

~ City of Northville ~

Downtown Development Authority

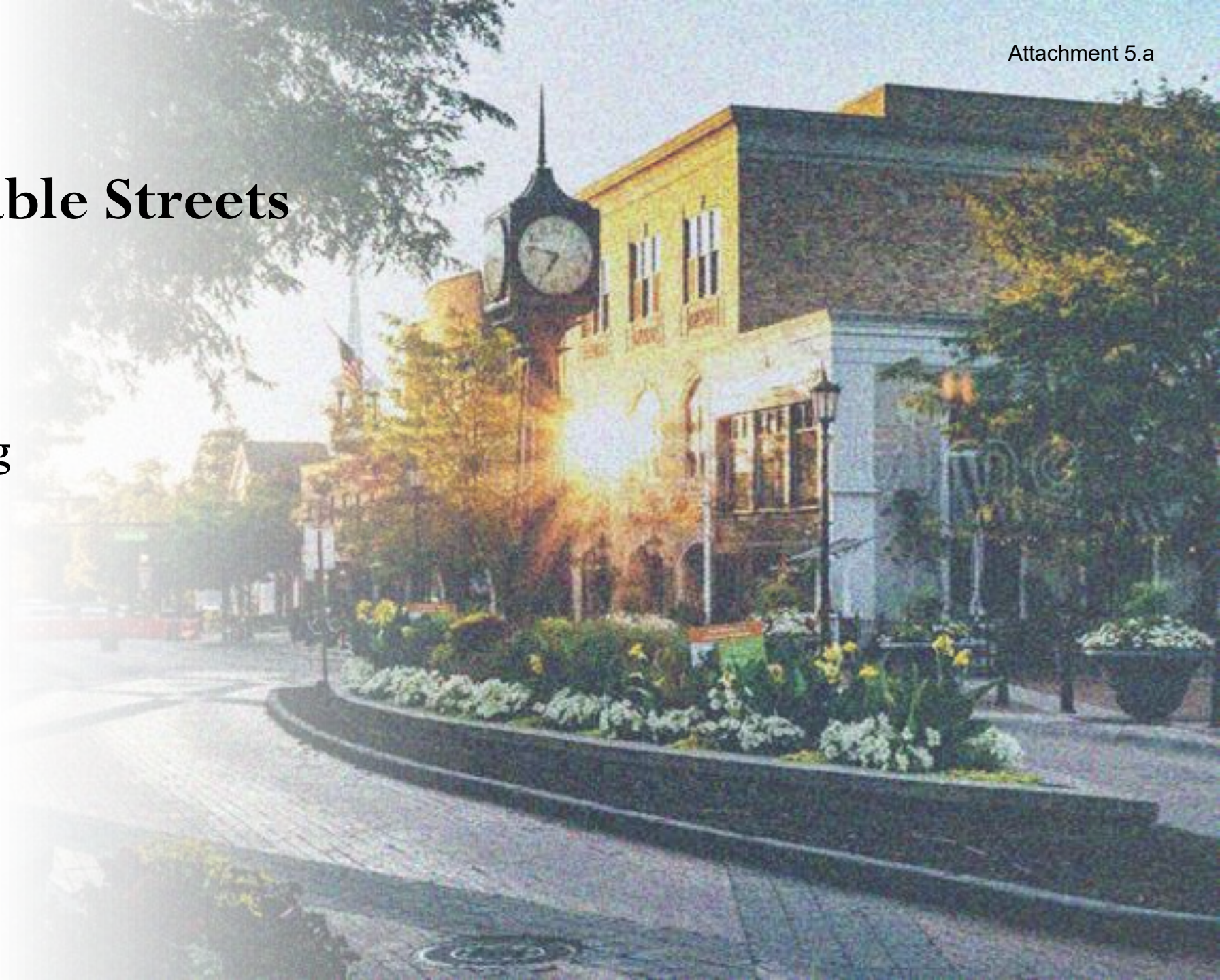
Fiscal Year 2023-24 Goals and Objectives

Goal	Objective	Action Steps
<i>Organization Committee:</i> Provide operational support and adequate funding for DDA programs and projects.	Review options available to the DDA to strengthen the DDA's financial position and ability to facilitate projects that enhance the downtown.	Review and evaluate cost allocation arrangement with the City.
		Explore refinancing of DDA bonds to provide revenue for DDA related projects.
	Determine Best Practices for DDA operations.	Explore grants, sponsorships and other means of financing the DDA's projects and programs. Review and update governing documents and policies.
<i>Design Committee:</i> Create and maintain vibrant, attractive and environmentally friendly downtown.	Oversee construction and maintenance of Downtown amenities.	Install additional bike parking downtown.
		Repair and maintain Town Square amenities including Pavilion and Fire Pits.
	Implement sustainable practices, where feasible, throughout the downtown.	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.
Track use of EV stations to monitor success of the program and to determine when additional stations are needed.		
<i>Parking Committee:</i> Ensure adequate, safe, aesthetically pleasing parking to support the Downtown.	Monitor parking occupancy in parking decks, lots, and on-street in order to provide an adequate supply of parking spaces and options.	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.

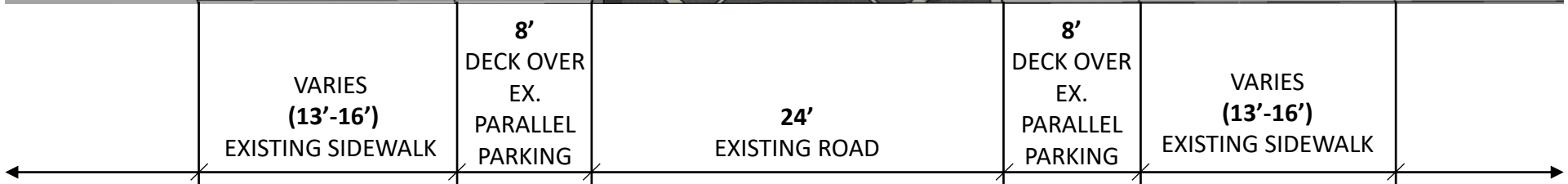
<i>Parking Committee:</i> Ensure adequate, safe, aesthetically pleasing parking to support the Downtown.	Maintain and repair parking lots and decks within the DDA boundaries as needed.	Continue to Implement 20-year Maintenance Plan for parking decks and surface lots.
		Identify funding sources for both 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.
		Finalize parking agreement with Singh Development to ensure operation and upkeep of the lower level of the MainCenter Parking deck.
<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.
		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.
<i>Economic Development Committee -</i> Encourage quality (re)developments that are consistent with the City's Master Plan.	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.
		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.	Work with Planning Commission to update policies and ordinances impacting development in the downtown.
Track business mix and vacancy rates for the downtown.	Develop an inventory of spaces in the downtown and update monthly.	
<i>Economic Development Committee -</i> Working with City Council, develop strategy to create safe, vibrant pedestrian downtown.	Work with design and engineering consultants to develop pedestrian plan for downtown.	Develop funding strategy for Pedestrian Plan.
		Implement Pedestrian Plan.
		Work with HDC to develop guidelines for the Downtown pedestrian area.
	Develop a coordinated plan for downtown Social District.	Promote and maintain expanded Social District. DDA, in conjunction with City, provide staff to service and maintain Social District.

Northville's Livable Streets Pedestrian Plan

Concept Design Meeting



**GRISSIM
METZ ASSOCIATES
ANDRIESE**
Landscape Architecture



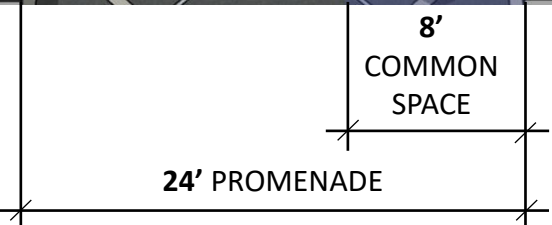
TYPICAL STREET SECTION



16' CLEAR ZONE

24' PROMENADE

TYPICAL STREET SECTION – EMERGENCY CLEAR ZONE



TYPICAL STREET SECTION – PUBLIC COMMON SPACE



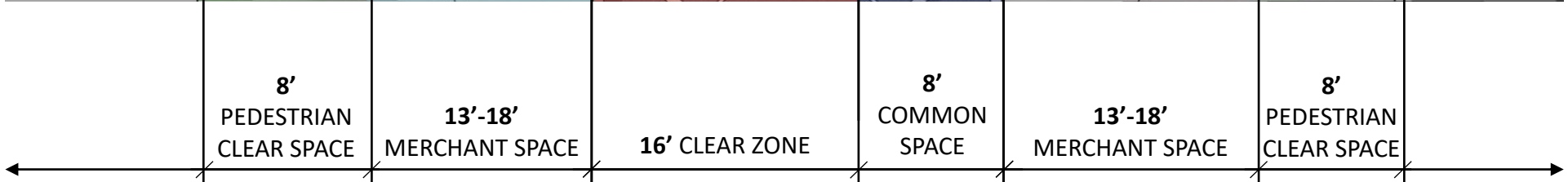
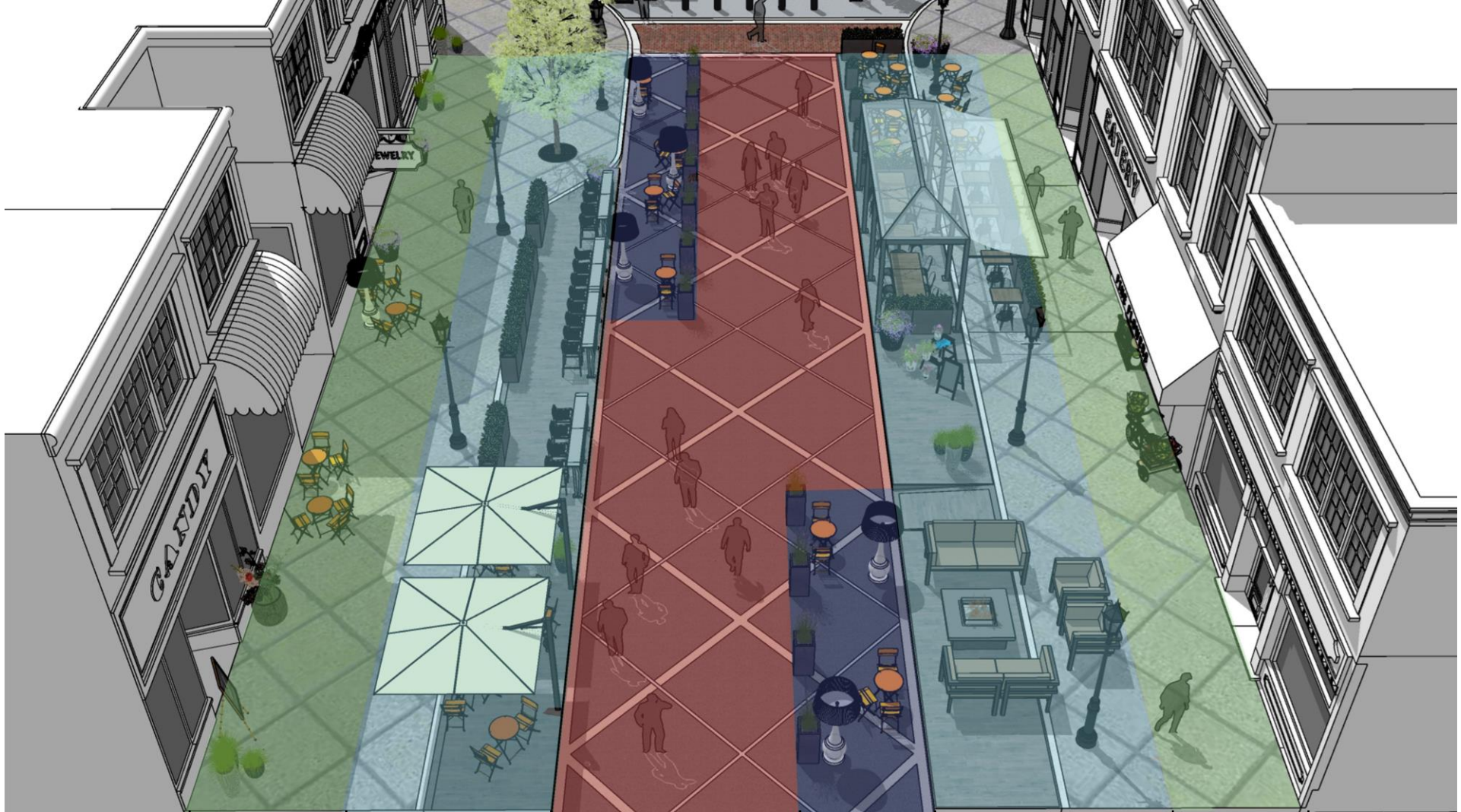
TYPICAL STREET SECTION – MERCHANT SPACE



8'
PEDESTRIAN
CLEAR SPACE

8'
PEDESTRIAN
CLEAR SPACE

TYPICAL STREET SECTION – PEDESTRIAN CLEAR ZONE



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



METAL FRAMED STRUCTURE

HIP ROOF

STRUCTURES

REMOVABLE PANELS ADDED
TO ENCLOSE DURING WINTER



STRUCTURES (WINTER)

FLEXIBLE FURNITURE TO
DELINEATE SPACE

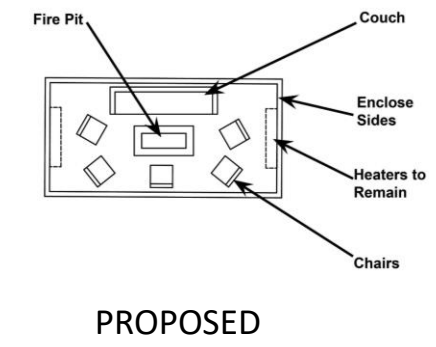
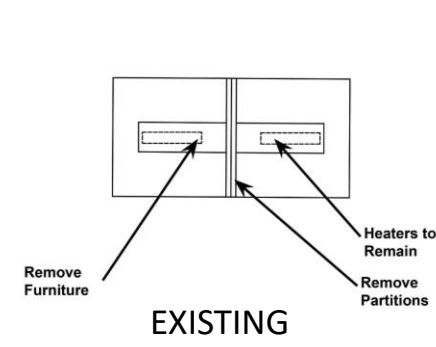
SPACE FOR GAMES

MOVEABLE SEATING

DECORATIVE HEATERS AND LIGHTS



STREET LAYOUT



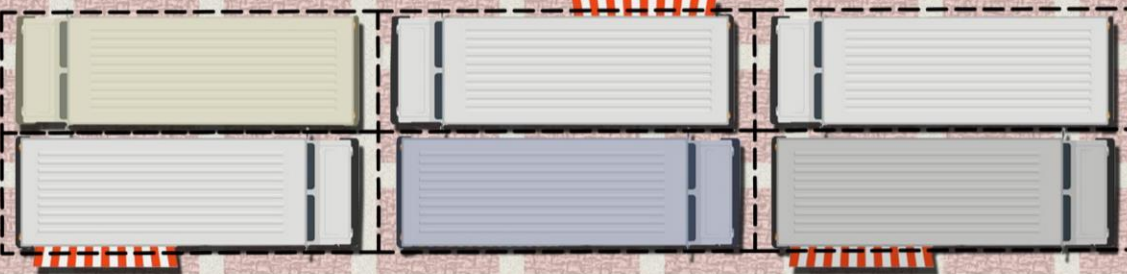
AMENITY AREAS



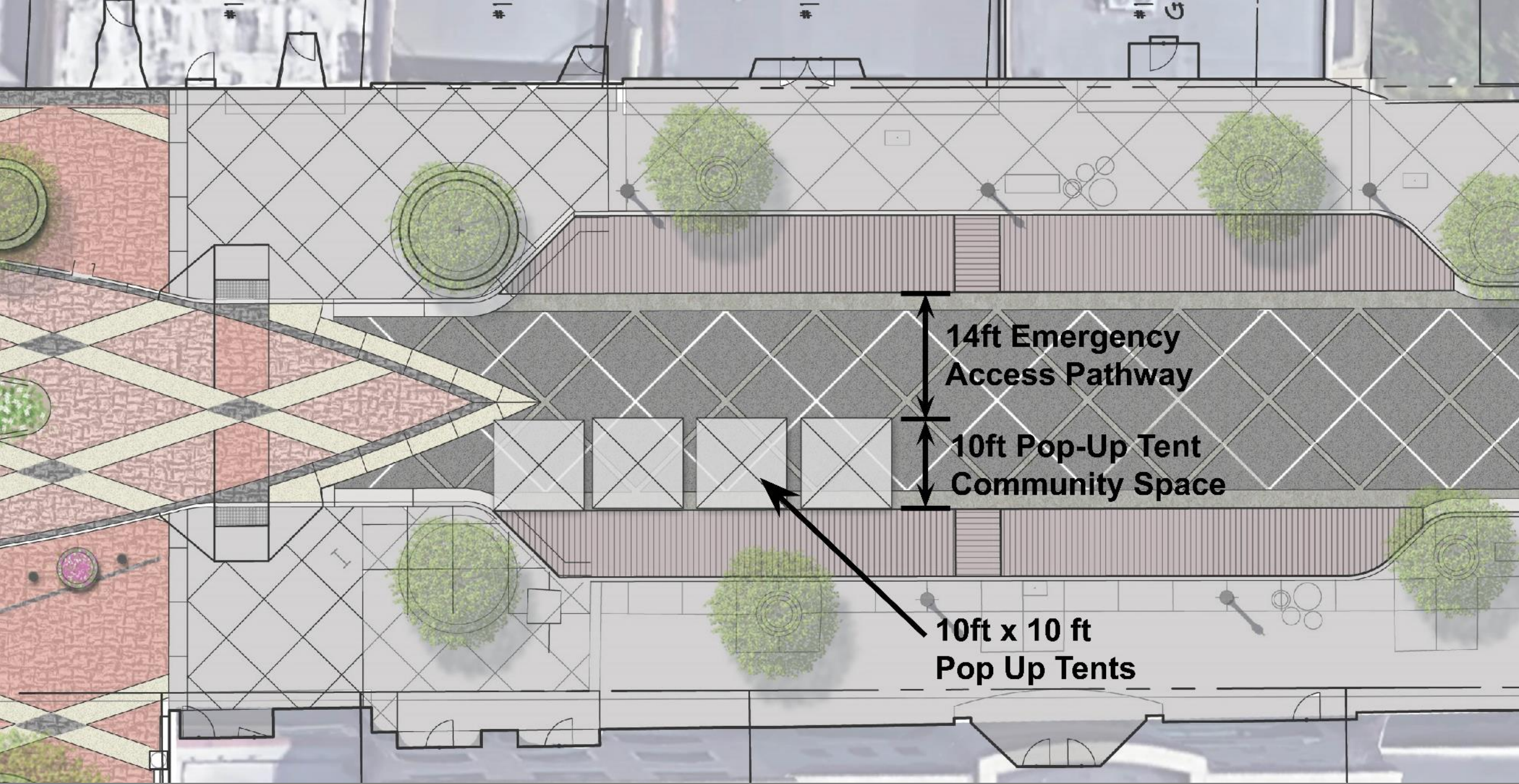
TOWN SQUARE

OLD CHURCH SQUARE

CENTER STREET



FOOD TRUCK PLAZA



**14ft Emergency
Access Pathway**

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

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



GATEWAYS



GATEWAYS



LIGHTING

agenda

Pedestrian Plan for Downtown Joint City Council and DDA Meeting

Thursday, January 19th, 7pm

Introductions

Goals

1. Make Northville an engaging and livable Downtown for everyone
 - From Northville Master Plan: *“Encourage a downtown area that provides exemplary commercial/retail services to the community’s residents and also stimulates a vibrant interaction between the community’s unique neighborhoods, historic architecture, commercial areas and cultural opportunities.”*
2. Provide a place for successful and prosperous commerce
 - From Northville Master Plan: *“Maintain the health of viable commercial corridors.”*

Project Overview

Conceptual Design Basis

Conceptual Pedestrian Plan

Conceptual Budget

Priorities and Next Steps

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY December 2022:

PUBLICITY:

Upcoming Press Releases:

- Great White Buffalo Brewing Company opening

Press Received:

- December 7 – [Little Guide Detroit](#) preview of A Holiday to Remember
- December 8 – [Detroit Free Press](#) included A Holiday to Remember in 5 Things to Do in Metro Detroit This Weekend (with photo)

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: Holiday Shopping (MAILED WEEK OF DECEMBER 5)