



**Downtown Development Authority
Meeting of the DDA Board of Directors
April 9, 2024**

The April 9th meeting of the DDA Board of Directors was called to order at 8:02am.

ROLL CALL

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

Also Present: Lori Ward / DDA Director, Stacy Pearson / Assistant DDA Director, George Lahanas / City Manager, Sandi Wiktorowski / Finance Director, Barbara Moroski-Browne / Mayor Pro-Tem, Dave Gutman, Mary Keys

AUDIENCE

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Long requested clarification on lock box. Wiktorowski clarified that the lock box is jointly used by the City and DDA and is where tax revenue is deposited. The DDA pays a portion of the lock box fees. Long indicated that he had questions on several Operating Transfers (O/T) to the City that pertain to the Parking Committee.

Motion by Turnbull, **seconded by** Long to approve agenda and consent agenda as presented. **Motion carried** unanimously.

2023 – 2024 DDA Budget Impacts

Parking Study

Lahanas led discussion on the Parking Study noting that the study would be a comprehensive look at our parking system to assess the best way to manage the system. Key goals of the study are to understand capacity, use, and nesting requirements. There is an RFP under review for the study which will help inform recommendations for future repair and maintenance of current decks. The City is waiting for City Attorney approval to issue the RFP. Lahanas included that virtual chalking for parking will be utilized soon by the Police Department. Ward and Lahanas agreed that this is a collaborative city and DDA effort based on locations within and outside of the city. A recommendation for contract award and a request to share funding will come to the DDA Board at a later date. Cole asked if the Parking Committee would be involved in the Parking Study. Ward indicated that they would be involved.

Preliminary Engineering for Main Street Road Work

Lahanas addressed the need for repair of the streets on the two blocks of E. Main Street spanning from Center and Main to Griswold and Main. Possible curbless options would only apply between Center and Hutton on E. Main Street. A feasibility study has been proposed that the DDA and city would jointly fund. The cost of \$42,000 would be split equally between the DDA and the city. Lahanas noted that OHM and Spicer have given proposals and that the city has chosen to use OHM based on previous experience. Riley commented that immediate repairs are paramount, and a discussion of possible short-term solutions followed. Lahanas concluded that quicker repair options would be explored as well as long term solutions. Cole questioned if the DDA would get to vote on how to proceed with any decision on addressing the Main Street issue. Lahanas reiterated that this is a feasibility study, and that at each step of the process, if there is a deviation between city and DDA, it will be addressed at that time.

Keys interjected that feasibility studies needed to be comprehensive and go beyond just engineering.

Motion by Boyd, seconded by Cole to approve the OHM pre-engineering study for E. Main Street for a not to exceed amount of \$21,000. **Motion carried** unanimously.

DDA 2024 – 2025 DRAFT BUDGET

Boyd led discussion on 2024 – 2025 DDA draft budget, noting that this budget sets priorities for upcoming projects and includes increased future revenue. Boyd stated that after priority projects are identified, the DDA can either phase them in over time or the DDA can issue bonds and service the debt annually with TIF revenue. Ward noted that there has been a healthy increase in TIF revenue from last year and that several new projects are coming on line and will produce additional revenue next year as well. Ward mentioned that beginning in fiscal year 2025-26 the DDA will capture \$50,000 of Brownfield Redevelopment Authority funds from the Northville Downs project.

Ward stated that based on the discussion at the DDA's February meeting, staff, working with the Finance Director, reallocated funds from the DDA's fund balance to Contractual Services. Rather than adding funds through the budget amendment process once the projects have been fully flushed out, Ward recommended funds be committed to projects to show both support for the project and to show how the DDA plans to use captured revenue.

DDA staff recommended two main projects over the next few years, the E. Main Street road reconstruction and streetscape project and a contribution to the gateway to link Ford Field and the downtown.

Ward walked the Board through the communications and provided information on each of the categories of the new budget and shared information on budget highlights for the year and changes that have occurred from last year to this year.

Long inquired what O/T stood for in the parking committee budget. Ward responded that it stood for Operating Transfer. The three operating transfers to the General fund includes one transfer for \$105,000. This is approximately \$101,000 to the Parking Fund for maintenance and operation of the parking system, and \$4,000 transfer to the General Fund for snow removal. The second Operating Transfer for \$50,000 to the General Fund is for the cost of streetlighting in the DDA. Ward stated that this year a \$110,000 Operating Transfer was made to help fund the downtown E. Main Street road repairs. The road millage produces approximately \$26,000 per year and can only be used on road improvements. The DDA has accrued several years of revenue and budgeted the revenue for the E. Main Street project.

Motion by Cole, seconded by Turnbull to approve the budget as presented. **Motion carried** unanimously.

INFORMATION AND COMMITTEE UPDATES

Design Committee – No Updates. Ward clarified the Ritter project at Long’s request. The project has been completed. The project will provide a building inventory that provides information on the square footage, type of commercial use and other relevant fields of information. Long expressed concern for loss of privacy with the collection of the data.

Marketing Meeting – No Updates

Organization Committee – The focus was the preparation of the 2024-25 budget.

Economic Development Committee – Ward reminded and invited everyone to the next EDC meeting scheduled for Thursday April 11, 2023 at 3:00pm in the DDA Meeting Room A. Additionally noting that nine Outdoor Dining Permits have been issued and future applications will be approved on a rolling basis.

Parking – Ward gave an update that the proposal for purchase of new Police Department equipment will go to city council for approval this month.

ADJOURNMENT

Motion by Turnbull, **seconded by** Miller to adjourn the DDA Board meeting. **Motion carried. Meeting adjourned at 9:01 am.**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA