



**Meeting of the DDA Board of Directors
February 25, 2025 - 8:00 a.m.
Meeting Room A**

AGENDA

1. Call to Order – Shawn Riley
2. Roll Call – Stacy Pearson
3. Audience Comments (3-minute limit)
4. Approval of Agenda and Consent Agenda
 - a. January 2025 Financial Statement (Attachment 4.a)
 - b. January 2025 Invoice Report (Attachment 4.b)
 - c. January 28, 2025 Meeting Minutes (Attachment 4.c)
 - d. February 12, 2025 Meeting Minutes (Attachment 4.d)
 - e. January EV Monthly Usage Report (Attachment 4.d)
5. Executive Director Search Update
6. 2025 – 26 Draft DDA Budget Discussion – DJ Boyd (Attachment 6)
7. Committee Updates
 - a. Design Committee – Robert Miller
 - b. Marketing Committee – Shawn Riley
 - c. Parking Committee – Chief Maciag
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – Aaron Cozart
8. Meetings
 - a. Upcoming Meeting / Event Dates (Attachment 8.a)
9. Board and Staff Communications
10. Adjournment – Next Meeting – **March 25, 2025**
 - Strategic Priorities
 - Street Improvements

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Attachment 4.a

Balance As of 01/31/2025
 % Fiscal Year Completed: 58.90

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 01/31/2025	Available Balance 01/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
PROPERTY TAXES						
248-000-404.000	CURRENT PROPERTY TAXES	887,776.00	875,845.00	872,920.93	2,924.07	99.67
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00
248-000-451.000	DDA OPERATING LEVY	73,915.00	74,074.00	69,882.92	4,191.08	94.34
	PROPERTY TAXES	960,691.00	948,919.00	942,803.85	6,115.15	99.36
LICENSES, FEES, & PERMITS						
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	0.00	180.00	0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	16,500.00	16,500.00	729.64	15,770.36	4.42
	LICENSES, FEES, & PERMITS	16,680.00	16,680.00	729.64	15,950.36	4.37
STATE REVENUES						
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	30,000.00	45,453.00	45,452.90	0.10	100.00
	STATE REVENUES	30,000.00	45,453.00	45,452.90	0.10	100.00
SALES & SERVICES						
248-000-626.000	MISCELLANEOUS REVENUE	350.00	350.00	110.00	240.00	31.43
248-000-626.110	EV CHARGING STATION REVENUE	500.00	500.00	649.96	(149.96)	129.99
	SALES & SERVICES	850.00	850.00	759.96	90.04	89.41
INTEREST						
248-000-665.000	INTEREST - INVESTMENT POOL	10,000.00	10,000.00	8,815.34	1,184.66	88.15
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	4,000.00	4,571.82	(571.82)	114.30
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	9,000.00	10,463.56	(1,463.56)	116.26
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(245.25)	(254.75)	49.05
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(366.27)	(333.73)	52.32
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(244.85)	(305.15)	44.52
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(71.72)	(58.28)	55.17
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	6,522.13	(6,522.13)	100.00
	INTEREST	21,120.00	21,120.00	29,444.76	(8,324.76)	139.42
RENTAL INCOME						
248-000-667.020	RENT - SHORT TERM	200.00	200.00	0.00	200.00	0.00
	RENTAL INCOME	200.00	200.00	0.00	200.00	0.00
GRANTS & OTHER LOCAL SOURCES						
248-000-677.010	SPONSORSHIPS - CONCERTS	32,800.00	32,800.00	21,500.00	11,300.00	65.55
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	14,495.00	14,644.10	(149.10)	101.03
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	5,000.00	5,000.00	2,700.00	2,300.00	54.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	2,000.00	2,000.00	0.00	2,000.00	0.00
	GRANTS & OTHER LOCAL SOURCES	54,800.00	54,295.00	38,844.10	15,450.90	71.54
MISCELLANEOUS REVENUES						
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	10,913.15	(4,913.15)	181.89
	MISCELLANEOUS REVENUES	6,000.00	6,000.00	10,913.15	(4,913.15)	181.89
FUND BALANCE RESERVE						
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	46,930.00	30,339.00	0.00	30,339.00	0.00
	FUND BALANCE RESERVE	46,930.00	30,339.00	0.00	30,339.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 01/31/2025
 % Fiscal Year Completed: 58.90

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 01/31/2025	Available Balance 01/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
Total Dept 000		1,137,271.00	1,123,856.00	1,068,948.36	54,907.64	95.11
Revenues		1,137,271.00	1,123,856.00	1,068,948.36	54,907.64	95.11
Account Category: Expenditures						
Department: 573 DPW SERVICES						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	6,000.00	5,682.09	317.91	94.70
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	2,500.00	2,323.63	176.37	92.95
248-573-725.000	FRINGE BENEFITS	9,900.00	8,500.00	7,022.71	1,477.29	82.62
248-573-801.020	AUTOMOTIVE SERVICE	500.00	500.00	24.60	475.40	4.92
248-573-943.000	EQUIPMENT RENTAL - CITY	11,165.00	9,165.00	4,826.34	4,338.66	52.66
Unclassified		31,470.00	26,665.00	19,879.37	6,785.63	74.55
Total Dept 573 - DPW SERVICES		31,470.00	26,665.00	19,879.37	6,785.63	74.55
Department: 741 DESIGN COMMITTEE						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	47,455.00	25,282.82	22,172.18	53.28
248-741-709.000	WAGES - PART TIME	72,610.00	60,650.00	29,841.47	30,808.53	49.20
248-741-725.000	FRINGE BENEFITS	17,755.00	28,080.00	14,138.28	13,941.72	50.35
248-741-726.000	SUPPLIES	450.00	1,750.00	1,318.27	431.73	75.33
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	9,014.64	45,985.36	16.39
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	2,500.00	3,150.00	2,183.00	967.00	69.30
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	434.90	565.10	43.49
248-741-801.000	CONTRACTUAL SERVICES	29,870.00	43,215.00	23,817.12	19,397.88	55.11
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,634.00	1,366.00	65.85
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	11,992.70	19,947.30	37.55
248-741-920.020	NATURAL GAS	18,980.00	18,980.00	2,017.72	16,962.28	10.63
248-741-920.030	WATER & SEWER SERVICE	10,240.00	10,240.00	4,475.70	5,764.30	43.71
248-741-938.120	LANDSCAPE MAINTENANCE	38,060.00	38,060.00	22,068.00	15,992.00	57.98
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	2,000.00	0.00
248-741-962.500	VEHICLE INSURANCE	480.00	975.00	973.00	2.00	99.79
248-741-976.010	SITE AMENITIES	29,000.00	29,000.00	306.10	28,693.90	1.06
248-741-976.020	PEDESTRIAN PLAN IMPLEMENTATION	75,000.00	0.00	0.00	0.00	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	20,000.00	0.00	0.00	0.00	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	50,000.00	50,000.00	0.00	50,000.00	0.00
Unclassified		482,345.00	425,495.00	150,497.72	274,997.28	35.37
Total Dept 741 - DESIGN COMMITTEE		482,345.00	425,495.00	150,497.72	274,997.28	35.37
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	40,860.00	20,975.25	19,884.75	51.33
248-742-709.000	WAGES - PART TIME	26,490.00	3,905.00	3,445.83	459.17	88.24
248-742-725.000	FRINGE BENEFITS	11,195.00	19,005.00	11,172.27	7,832.73	58.79
248-742-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	46,365.00	28,234.70	18,130.30	60.90
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	910.30	369.70	71.12
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	0.00	2,800.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	2,750.00	0.00	2,750.00	0.00
248-742-955.310	CONCERTS	32,800.00	32,800.00	22,000.00	10,800.00	67.07
248-742-955.320	SKELETONS EVENT	13,000.00	13,000.00	15,485.99	(2,485.99)	119.12
248-742-955.330	HOLIDAY TO REMEMBER EVENT	5,000.00	5,000.00	5,463.83	(463.83)	109.28
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	2,000.00	(700.00)	2,700.00	(35.00)
	Unclassified	170,500.00	169,815.00	106,988.17	62,826.83	63.00
	Total Dept 742 - MARKETING COMMITTEE	170,500.00	169,815.00	106,988.17	62,826.83	63.00
Department: 743 PARKING COMMITTEE						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	32,025.00	13,417.91	18,607.09	41.90
248-743-709.000	WAGES - PART TIME	5,800.00	0.00	407.19	(407.19)	100.00
248-743-725.000	FRINGE BENEFITS	5,120.00	10,600.00	6,010.56	4,589.44	56.70
248-743-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	250.00	0.00
248-743-995.230	O/T TO PARKING FUND	104,430.00	104,430.00	78,322.50	26,107.50	75.00
	Unclassified	125,035.00	147,355.00	98,158.16	49,196.84	66.61
	Total Dept 743 - PARKING COMMITTEE	125,035.00	147,355.00	98,158.16	49,196.84	66.61
Department: 744 ORGANIZATIONAL COMMITTEE						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	33,960.00	20,126.39	13,833.61	59.26
248-744-709.000	WAGES - PART TIME	7,730.00	0.00	397.80	(397.80)	100.00
248-744-725.000	FRINGE BENEFITS	7,510.00	15,900.00	9,655.23	6,244.77	60.72
248-744-726.000	SUPPLIES	1,250.00	1,250.00	617.58	632.42	49.41
248-744-730.000	POSTAGE	50.00	50.00	0.00	50.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	1,305.00	2,129.42	(824.42)	163.17
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	616.00	5,884.00	9.48
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	900.00	1,091.74	(191.74)	121.30
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	238.54	976.46	19.63
248-744-956.000	CONTINGENCIES	3,270.00	0.00	0.00	0.00	0.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	1,020.00	80.00	92.73
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	575.00	275.00	67.65
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	4,450.00	4,925.00	4,924.00	1.00	99.98
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,959.17	540.83	78.37
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	119,980.00	119,980.00	89,985.00	29,995.00	75.00
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(60,505.00)	(60,505.00)	(45,378.75)	(15,126.25)	75.00
	Unclassified	110,875.00	129,930.00	87,957.12	41,972.88	67.70
	Total Dept 744 - ORGANIZATIONAL COMMITTEE	110,875.00	129,930.00	87,957.12	41,972.88	67.70
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	39,865.00	25,603.29	14,261.71	64.22
248-745-709.000	WAGES - PART TIME	7,730.00	0.00	397.83	(397.83)	100.00
248-745-725.000	FRINGE BENEFITS	13,645.00	17,210.00	11,964.40	5,245.60	69.52

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 01/31/2025
 % Fiscal Year Completed: 58.90

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 01/31/2025	Available Balance 01/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
	Unclassified	49,625.00	57,175.00	37,965.52	19,209.48	66.40
	Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	49,625.00	57,175.00	37,965.52	19,209.48	66.40
Department: 906 DEBT SERVICE						
Unclassified						
248-906-995.303	O/T TO DEBT SERVICE FUND	167,421.00	167,421.00	2,557.50	164,863.50	1.53
	Unclassified	167,421.00	167,421.00	2,557.50	164,863.50	1.53
	Total Dept 906 - DEBT SERVICE	167,421.00	167,421.00	2,557.50	164,863.50	1.53
	Expenditures	1,137,271.00	1,123,856.00	504,003.56	619,852.44	44.85
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	1,137,271.00	1,123,856.00	1,068,948.36	54,907.64	
	TOTAL EXPENDITURES	1,137,271.00	1,123,856.00	504,003.56	619,852.44	
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	564,944.80	(564,944.80)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 01/01/2025 - 01/31/2025

POSTED AND UNPOSTED

OPEN AND PAID

Attachment 4.b

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 524 MILL RACE VILLAGE MAINTENANCE					
101-524-801.000	CONTRACTUAL SERVICES	KONE, INC.	JANUARY 2025 MAINTENANCE PERIOD	92.37	124545
Total Department 524 MILL RACE VILLAGE MAINTENANCE				92.37	
Total Fund 101 GENERAL FUND				92.37	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 000					
248-000-678.000	INSURANCE PROCEEDS	MICHIGAN MUNICIPAL RISK	SUBRO REPAYMENT-MMRMA CLAIM #240090	6,247.05	124605
Total Department 000				6,247.05	
Department: 741 DESIGN COMMITTEE					
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	CORDLESS MOUSE	9.44	None
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	GLOVES, TOILET TISSUE, SOAP, MOUSE	10.19	None
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	CREDIT FOR DEFECTIVE MOUSE	(9.44)	None
248-741-726.000	SUPPLIES	IMAGE BUSINESS SOLUTIONS,	COPIER	113.07	124649
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	CAMERA SOFTWARE	78.16	124464
248-741-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	3888251	299.00	None
248-741-801.000	CONTRACTUAL SERVICES	ORCHARD,HILTZ & MCCLIMENT	MAIN ST RAP GRANT ASSISTANCE	1,250.00	124614
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA JOHN RENTAL	198.00	124612
248-741-920.010	5691568 - 112 N WING - Y	DTE ENERGY	ELECTRIC CHARGES 10/24/2024-12/20/24	365.87	124435
248-741-920.010	8046563 - 126 N WING - AA	DTE ENERGY	ELECTRIC CHARGES 10/24/2024-12/20/24	39.89	124435
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC CHARGES 12/14/24 - 1/14/25	268.33	124530
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 12/14/24 - 1/14/25	431.65	124530
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC CHARGES 12/14/24 - 1/14/25	50.62	124530
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELECTRIC CHARGES 12/14/24 - 1/14/25	114.81	124530
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 12/14/24 - 1/14/25	116.17	124530
248-741-920.010	ELECTRIC POWER	DTE ENERGY	DECEMBER 2024 STREET LIGHTING	1,576.99	124526
248-741-920.010	5691568 - 112 N WING - Y	DTE ENERGY	ELECTRIC CHARGES 12/21/24 - 1/23/25	211.67	124602
248-741-920.010	8046563 - 126 N WING - AA	DTE ENERGY	ELECTRIC CHARGES 12/21/24 - 1/23/25	19.67	124602
248-741-938.120	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	FALL PLANTINGS	10,530.00	124438
Total Department 741 DESIGN COMMITTEE				15,674.09	
Department: 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	GRAPHICS FOR MONTHLY MARKETING	525.00	124552
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARKETING	2,100.00	124517
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	POSTCARDS	637.00	124591
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	COMMUNICATION	65.55	None
248-742-955.320	SKELETONS EVENT	BEGONIA BROTHERS	SKELETONS	10,023.00	124438
Total Department 742 MARKETING COMMITTEE				13,350.55	
Department: 744 ORGANIZATIONAL COMMITTEE					
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	COMCAST CORPORATION	DSL SERVICES	289.67	None
248-744-960.000	EDUCATION & TRAINING	NORTHVILLE CHAMBER OF COMM AWARDS	DINNER TICKET	75.00	None
248-744-960.000	EDUCATION & TRAINING	MICHIGAN DOWNTOWN ASSOCIAT	SPRING DDA CONFERENCE	150.00	124588
Total Department 744 ORGANIZATIONAL COMMITTEE				514.67	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				35,786.36	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 01/01/2025 - 01/31/2025

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	92.37	
		248	DOWNTOWN DEVELOPMENT AUTHORITY	35,786.36	
		Total For All Funds:		<u>35,878.73</u>	



**Downtown Development Authority
Meeting of the DDA Board of Directors
January 28, 2025**

The January 28, 2025 meeting of the DDA Board of Directors was called to order at 8:31am.

ROLL CALL

Present: Mayor Bryan Turnbull, Amy Bonser, DJ Boyd, Margene Buckhave, David Cole, Jim Long, Ryan McKindles, Robert Miller, Shawn Riley

Absent: Aaron Cozart, Mike Jaafar

Also Present: Lori Ward/DDA Director, George Lahanas/City Manager, Stacy Pearson/DDA Assistant Director, Justin Quagliata/Community and Economic Development Director, Sandi Wiktorowski/Finance Director, Barbara Moroski-Browne/Mayor Pro Tem, Fred Sheill, Deanna Gilbert/Chamber Rep, Mary Keys, Nancy Darga, Greg Presley, Tony Chubb/City Attorney, Jason Iacoangeli/Toll Brothers, Scott Hansen/Toll Brothers, John Lynch/Toll Brothers

AUDIENCE COMMENT

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by Turnbull, **seconded** by McKindles to approve the agenda and consent agenda. **Motion carried** unanimously.

TOLL BROTHERS UPDATE

Presentation led by Jason Iacoangeli & Scott Hansen of Toll Brothers. Iacoangeli reported that a recent watermain issue was slowing down the process, but that the following dates remained as anticipated:

- Dec 2024 Vertical Construction began on Farmers Market out lot
- May 2025 first building model for this phase
- May – June – open for sale “The Churchill Collection” which is the name for phase 1
- Track Parcel Development Schedule
 - Spring 2025 Underground Utility Install
 - Summer 2025 paving site and construction of first model
 - Early 2026 new home construction, model, and sales office grand opening
 - Entire areas of track parcel to be done in one phase vs the original plan of two phases

- Information on the project can be found at www.tollbrothers.com/downs or via phone at 866-267-0537

Long suggested a historical marker to delineate the area as a historical site. Turnbull noted that the markers would be plausible, and that the bicentennial group would be looking at further historic signage and markers throughout the city as well.

DDA BOARD AND STAFF UPDATE

Riley led a discussion on the retirement of DDA Director Ward. Riley reported that a DDA director search would include the development of a job description with the help of Ward, and that this was anticipated to be posted within a week. Riley also explained that a selection committee comprised of Riley, McKindles, Boyd, and Lahanas would interview candidates prior to bringing them before the board for the final hiring approval. Lahanas noted that a special meeting to adopt a formal process and employment process working agreement between DDA and City (MOU) needed in the next week to two weeks.

Ward led a discussion on the election of DDA officers with a discussion on bylaws.

Motion by Turnbull, seconded by Long to keep all present officers in their positions.
Motion carried unanimously.

SHARED MARKETING AND COMMUNICATIONS POSITION

Ward reported on the shared DDA / city marketing position updated that seventeen resumes were accepted for considerations, three interviews were conducted over the past week, and a finalist is still in process. Lahanas included that he had delivered an offer and the candidate is expected to start in next three weeks. Ward explained that the position was made possible by a 25% contribution from DDA (current = \$24,000 / year and we will consolidate this into the shared position pay) and 75% city contribution toward the position's salary. Ward concluded that the DDA has IMJ Communications as a marketing contractor through the end of February.

SHARED DPW POSITION

Lahanas reported that the DDA has joined with to develop a shared position for events and summer seasonal work which will cover the downtown seasonal work for half of the year from May 1 to November 1 as well as being available in evenings during event coverage. The other half of the year the position will report to the DPW. Lahanas noted that the position is posted, and that the city and the DDA will share a 50/50 cost.

LETTER OF SUPPORT FOR RAP GRANT

Ward presented a letter of support from DDA for RAP Grant, a matching grant up to a million dollars for streetscape and curbless street project. Ward was seeking board approval for the grant letter. Ward explained that the DDA has been working with OHM on the grant, and that the grant does not indicate that the DDA is in support or refute of the streetscape project. As it will be several months until approval, Boyd requested it be put on an agenda in spring prior to announcement and budgeting. Lahanas suggested April meeting agenda.

SUMMER CONCERT SERIES CONTRACT

Summer Concert Series Contract (Handout) – Ward / Pearson / Riley motion for concerts to be presented at special meeting.

COMMITTEE UPDATES

Design Committee –Miller – meeting next month

Marketing Committee –Riley – next week’s meeting will discuss the direction of the group for the upcoming year.

Parking Committee – Ward – the recent parking study results will go to the planning commission shortly and details will be shared with the board so that all can attend that meeting. All information will also be available online on the DDA and City websites.

Organizational Committee – Boyd - none

Economic Development Committee – none

BOARD AND STAFF COMMUNICATIONS

Gilbert shared that the Chamber of Commerce would be hosting the Community Awards dinner on February 6, 2025 and the State of Community on April 11, 2025.

ADJOURNMENT

Riley reminded the group that the next meeting would be held on February 25, 2025 at 8:30am in DDA Meeting Room A.

Motion by Turnbull, seconded by McKindles to adjourn the DDA Board meeting.
Motion carried unanimously. **Meeting adjourned at 10:18am.**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



**Downtown Development Authority
Special Meeting of the DDA Board of Directors
February 12, 2025**

The February 12, 2025 special meeting of the DDA Board of Directors was called to order at 8:03am.

ROLL CALL

Present: Mayor Brian Turnbull, Amy Bonser, DJ Boyd, Margene Buckhave, David Cole, Aaron Cozart, Mike Jaafar, Ryan McKindles, Robert Miller, Shawn Riley

Absent: Jim Long

Also Present: Lori Ward / DDA Director, George Lahanas / City Manager, Stacy Pearson / DDA Assistant Director, Barbara Moroski-Browne / Mayor Pro Tem, Sandi Wiktorowski / Finance Director, Alan Maciag / Chief of Police, Deanna Gilbert / Chamber Rep., Douglas Wallace / Chamber Director, Mary Keys

AUDIENCE COMMENT

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by **Boyd**, **seconded** by **McKindles** to approve the agenda and consent agenda.
Motion carried unanimously.

SUMMER CONCERTS:

Pearson presented the summer concert series proposal from JAG entertainment, noting that for the 2025 season the DDA would be partnering with the Northville Chamber of Commerce to jointly host the Friday acoustic concerts in Old Church Square and Saturday night big band concerts in Town Square.

Motion by **Turnbull**, **seconded** by **McKindles** to approve the 2025 summer concert series contract with JAG Entertainment. **Motion carried** unanimously.

PERSONNEL:

Riley led a discussion on the DDA Director job opening and the formation of an officers committee to include Riley, Boyd, and McKindles. Boyd explained that the creation of an Officers Committee was necessary to facilitate the search for a suitable replacement for Ward, and that any updates regarding the position would be brought to the DDA board at the next meeting on February 25, 2025.

Motion by Boyd, seconded by Cozart to approve the job description for the replacement of the DDA Director. **Motion carried** unanimously.

SEPARATION AGREEMENT:

Lahanas discussed the nuances of Ward's separation agreement, noting that Ward would be available over the next couple of months for reasonable communication to assist the transition to the new director as needed.

Motion by Buckhave, seconded by McKindles to approve the separation agreement for the retirement of Lori Ward. **Motion carried** unanimously.

SHARED MARKETING AND COMMUNICATION POSITION:

Lahanas discussed the new hire, Courtney O'Hara, and her shared services position between the city and the DDA. No action needed, update only.

COMMITTEE UPDATES:

Design Committee – Robert Miller – None

Marketing Committee – Shawn Riley – None (meeting was canceled due to snow)

Parking Committee – Chief Maciag – Friday February 14, 2025 at 8:30am the NCPD will hold the timed parking meeting in council chambers. The next parking meeting will be on February 26, 2025 in the evening.

Organizational Committee – DJ Boyd – Upon entering budget season, Boyd announced he would be meeting on February 20, 2025 with Ward, info to be shared at the February 25, 2025 Board Meeting. Boyd will work with Wiktorowski on the transition, and the budget will be submitted to council in March for April meeting review.

Economic Development Committee – Aaron Cozart – The next EDC meeting will be held on February 13, 2025 at 3:00pm in DDA Meeting Room A.

BOARD AND STAFF COMMUNICATIONS

Pearson reminded the group that Chili in the Ville would be held on February 22, 2025 from 1:00 – 4:00pm with the winners being announced before the Marquis Theater concert at 6:00pm

ADJOURNMENT

Riley reminded the group that the next meeting would be held on February 25, 2025 at 8:30am in DDA Meeting Room A.

Motion by Turnbull, seconded by McKindles to adjourn the DDA Board meeting. **Motion carried** unanimously. **Meeting adjourned at 8:46am.**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

Jan-25

Charger Location	Energy (KWH) OCT	Energy (KWH) NOV	Energy (KWH) DEC	Energy (KWH) JAN
123 E Cady St	1263.58	1205.63	1849.14	2148.22
123 W Cady St	1125.69	827.43	1710.15	1709.26
114 W Main St	1627.74	1417.75	1523.38	2207.36
Totals:	4017.01	3450.81	5082.67	6064.84

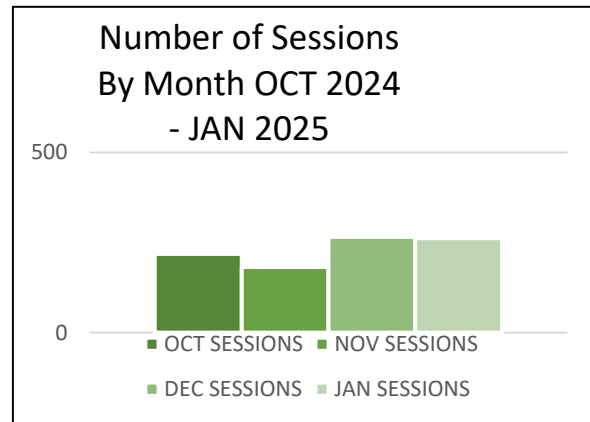
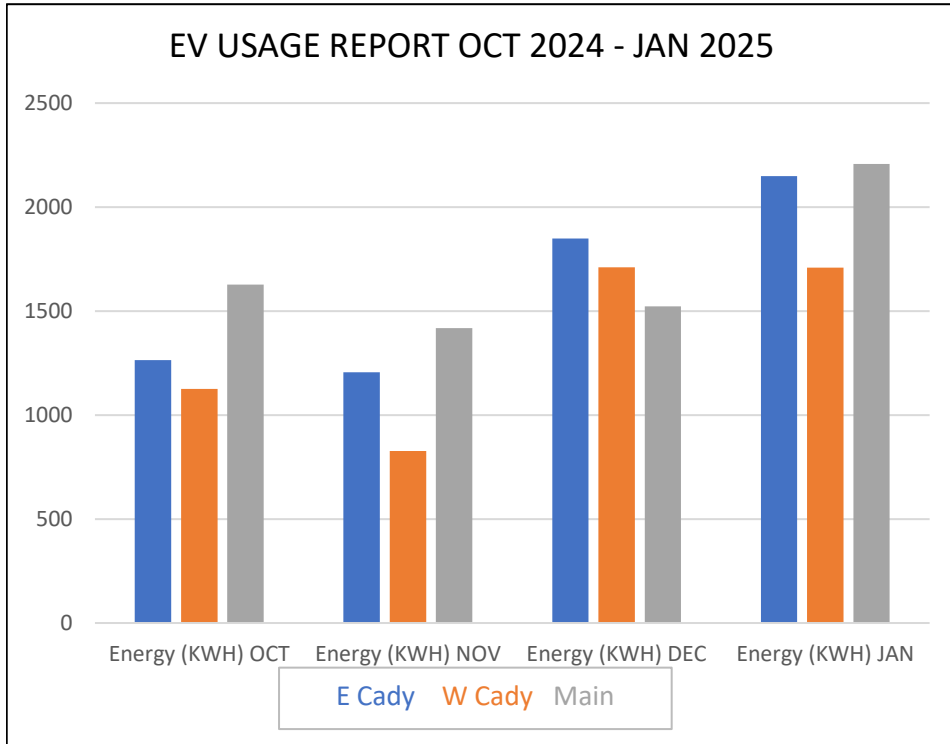
Session Totals	OCT SESSIONS	NOV SESSIONS	DEC SESSIONS	JAN SESSIONS
	219	182	266	262

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	381.76	112	358.04	2828.14
114 W Main St	179.38	76	367.89	2250.25
123 W Cady St	326.92	74	284.88	2906
Totals:	888.06	262	1010.81	7984.39

Annual Users	Oct-24	Nov-24	Dec-24	Jan-25
Sessions to Date	983	1165	1431	1693
DDA Funds Earned	\$110.70	\$103.31	\$152.33	\$185.61



Northville, Michigan EV Report



JAN 2025 DATA

Pet Dsplcmt GAL 1010.81
Green House Gas KG 7984.39

DDA Budgeted Expenditures - FY2026

Expenditures by Cost Category	DPW Services	Design	Marketing & Business Mix	Parking	Organizational	Economic Development	Debt	Total
Personnel Services	44,065	75,276	50,524	21,840	42,476	21,399	-	255,580
Accumulated Absences Payout w/ Fringes	-	22,139	17,711	8,855	13,284	26,566	-	88,555
Contractual Services	-	60,730	31,645	-	4,000	-	-	96,375
Other Services & Charges	7,975	130,520	67,200	1,550	14,055	100	-	221,400
Net Indirect Cost Allocation	-	-	-	-	76,020	-	-	76,020
Debt Commitment	-	-	-	-	-	-	225,000	225,000
Contributions to Other Funds	-	50,000	-	107,560	-	-	-	157,560
Total	52,040	338,665	167,080	139,805	149,835	48,065	225,000	1,120,490

Current vs. Proposed Fiscal Year

Expenditures by Committee	FY25	FY26	Change	% Change	Year to Year Major Changes
DPW Services	39,020	52,040	13,020	33.4%	(88,555) Retirement Payout
Design Committee	416,125	338,665	(77,460)	-18.6%	13,020 DPW Laborer
Marketing & Business Mix	176,055	167,080	(8,975)	-5.1%	(7,280) Seasonal Decrease
Parking Committee	142,715	139,805	(2,910)	-2.0%	(20,500) Holiday Tree
Organizational	137,120	149,835	12,715	9.3%	(13,345) Engineering Study
Economic Development	71,420	48,065	(23,355)	-32.7%	9,200 Additional Concerts
Debt Service	167,421	225,000	57,579	34.4%	9,720 Contingency - Wage/Fringe Adj
Total	1,149,876	1,120,490	(29,386)	-2.6%	16,545 Indirect Cost, Net
					57,579 Debt Service - Possible New Issue
					(6,700) Discontinue downtown WIFI
					930 Other, net
					(29,386)



Future Meetings / Important Dates:

February 6, 2025 – Parking Meeting with Merchants

March 3, 17, 2025 - City Council Meeting

March 4, 18, 2025 – Planning Commission Meeting

March 6, 2025 – Marketing Committee Meeting

March 12, 2025 – Executive Committee Meeting

March 19, 2025 – Historic District Commission Meeting

March 25, 2024 – DDA Board Meeting