



**Meeting of the DDA Board of Directors
March 25, 2025 - 8:30 a.m.
Meeting Room A**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. February 2025 Financial Statement (Attachment 4.a)
 - b. February 2025 Invoice Report (Attachment 4.b)
 - c. January 28, 2025 Amended Meeting Minutes (Attachment 4.c)
 - d. February 25, 2025 Meeting Minutes (Attachment 4.d)
 - e. March 6, 2025 Special Meeting Minutes (Attachment 4.e)
 - f. EV Monthly Usage Report (Attachment 4.f)
5. DDA 2025 – 26 Draft Budget (Attachment 5)
6. Ford Field Playground Project Update – Wendy Longpre
7. Safety Updates and Implementations for Special Events – Al Maciag
8. Executive Director Search Update – Shawn Riley
9. 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 – David Cole – April 11, 2025
 - Outdoor Dining Permits
10. DDA Future Meetings / Important Dates (Attachment 7)
11. Board and Staff Communications
12. Adjournment – Next Meeting – April 22, 2025

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 02/28/2025
 % Fiscal Year Completed: 66.58

Attachment 4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 02/28/2025	Available Balance 02/28/2025	% 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)	(3.25)	(996.75)	0.33
248-000-451.000	DDA OPERATING LEVY	73,915.00	74,074.00	71,876.88	2,197.12	97.03
	PROPERTY TAXES	960,691.00	948,919.00	944,794.56	4,124.44	99.57
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	10,289.27	(289.27)	102.89
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	4,000.00	5,081.97	(1,081.97)	127.05
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	9,000.00	11,985.17	(2,985.17)	133.17
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(292.72)	(207.28)	58.54
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(476.93)	(223.07)	68.13
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(277.54)	(272.46)	50.46
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(95.32)	(34.68)	73.32
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	8,809.25	(8,809.25)	100.00
	INTEREST	21,120.00	21,120.00	35,023.15	(13,903.15)	165.83
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	2,300.00	2,700.00	46.00
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	38,444.10	15,850.90	70.81
MISCELLANEOUS REVENUES						
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	11,605.65	(5,605.65)	193.43
	MISCELLANEOUS REVENUES	6,000.00	6,000.00	11,605.65	(5,605.65)	193.43
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 02/28/2025
 % Fiscal Year Completed: 66.58

Attachment 4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 02/28/2025	Available Balance 02/28/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
Total Dept 000		1,137,271.00	1,123,856.00	1,076,809.96	47,046.04	95.81
Revenues		1,137,271.00	1,123,856.00	1,076,809.96	47,046.04	95.81
Account Category: Expenditures						
Department: 573 DPW SERVICES						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	6,000.00	5,748.63	251.37	95.81
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	2,500.00	3,149.11	(649.11)	125.96
248-573-725.000	FRINGE BENEFITS	9,900.00	8,500.00	7,568.21	931.79	89.04
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	4,904.04	4,260.96	53.51
Unclassified		31,470.00	26,665.00	21,394.59	5,270.41	80.23
Total Dept 573 - DPW SERVICES		31,470.00	26,665.00	21,394.59	5,270.41	80.23
Department: 741 DESIGN COMMITTEE						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	47,455.00	27,912.42	19,542.58	58.82
248-741-709.000	WAGES - PART TIME	72,610.00	60,650.00	30,621.47	30,028.53	50.49
248-741-725.000	FRINGE BENEFITS	17,755.00	28,080.00	15,596.41	12,483.59	55.54
248-741-726.000	SUPPLIES	450.00	1,750.00	1,521.96	228.04	86.97
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	15,734.64	39,265.36	28.61
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	24,493.28	18,721.72	56.68
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,832.00	1,168.00	70.80
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	13,788.06	18,151.94	43.17
248-741-920.020	NATURAL GAS	18,980.00	18,980.00	15,304.38	3,675.62	80.63
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	178,245.32	247,249.68	41.89
Total Dept 741 - DESIGN COMMITTEE		482,345.00	425,495.00	178,245.32	247,249.68	41.89
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	40,860.00	23,516.69	17,343.31	57.55
248-742-707.000	WAGES - REGULAR OVERTIME	0.00	0.00	453.75	(453.75)	100.00
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	12,932.92	6,072.08	68.05
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	31,546.70	14,818.30	68.04
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	975.85	304.15	76.24

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Attachment 4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 02/28/2025	Available Balance 02/28/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	0.00	2,800.00	0.00
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	(3,125.00)	5,125.00	(156.25)
unclassified		170,500.00	169,815.00	112,696.56	57,118.44	66.36
Total Dept 742 - MARKETING COMMITTEE		170,500.00	169,815.00	112,696.56	57,118.44	66.36
Department: 743 PARKING COMMITTEE						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	32,025.00	14,997.77	17,027.23	46.83
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	6,918.58	3,681.42	65.27
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	100,646.04	46,708.96	68.30
Total Dept 743 - PARKING COMMITTEE		125,035.00	147,355.00	100,646.04	46,708.96	68.30
Department: 744 ORGANIZATIONAL COMMITTEE						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	33,960.00	22,496.17	11,463.83	66.24
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	11,060.12	4,839.88	69.56
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	2,419.09	(1,114.09)	185.37
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	1,175.60	5,324.40	18.09
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	900.00	1,050.00	(150.00)	116.67
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	286.22	928.78	23.56
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	650.00	200.00	76.47
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	92,662.00	37,268.00	71.32
Total Dept 744 - ORGANIZATIONAL COMMITTEE		110,875.00	129,930.00	92,662.00	37,268.00	71.32
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	39,865.00	28,142.75	11,722.25	70.60
248-745-709.000	WAGES - PART TIME	7,730.00	0.00	397.83	(397.83)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 02/28/2025
 % Fiscal Year Completed: 66.58

Attachment 4.a

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 02/28/2025	Available Balance 02/28/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-725.000	FRINGE BENEFITS	13,645.00	17,210.00	13,213.76	3,996.24	76.78
248-745-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
	Unclassified	49,625.00	57,175.00	41,754.34	15,420.66	73.03
	Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	49,625.00	57,175.00	41,754.34	15,420.66	73.03
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	549,956.35	573,899.65	48.93
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	1,137,271.00	1,123,856.00	1,076,809.96	47,046.04	95.81
	TOTAL EXPENDITURES	1,137,271.00	1,123,856.00	549,956.35	573,899.65	48.93
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	526,853.61	(526,853.61)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 02/01/2025 - 02/28/2025

Attachment 4.b

POSTED AND UNPOSTED
OPEN AND PAID

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.	FEBRUARY 2025 MAINTENANCE PERIOD	92.37	124701
101-524-801.000	CONTRACTUAL SERVICES	FRANKS LANDSCAPING & SUPPL	PARKING LOT SNOW REMOVAL	140.00	124713
Total Department 524 MILL RACE VILLAGE MAINTENANCE				232.37	
Total Fund 101 GENERAL FUND				232.37	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 000					
248-000-665.500	INVESTMENT ADVISORY FEES	ROBINSON CAPITAL MANAGEMEN	FEB MGMT FEES	51.77	124864
Total Department 000				51.77	
Department: 741 DESIGN COMMITTEE					
248-741-726.000	SUPPLIES	YOURMEMBERSHIP.COM, INC.	JOB AD FOR DDA DIRECTOR	150.00	500945
248-741-726.000	SUPPLIES	FUTURE REPRODUCTIONS, INC	BUSINESS CARDS O'HARA, FORD FIELD FUN	43.50	124741
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	SOFTWARE SERVICE SUPPORT	78.16	124636
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE / INTERNET	299.00	500945
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY PORTA JOHN RENTAL	198.00	124757
248-741-920.010	ELECTRIC POWER	DTE ENERGY	STREETLIGHTING JANUARY 2025	1,581.81	124693
248-741-920.010	5691568 - 112 N WING - Y	DTE ENERGY	ELECTRIC CHARGES 1/24/25 - 2/24/25	194.68	124748
248-741-920.010	8046563 - 126 N WING - AA	DTE ENERGY	ELECTRIC CHARGES 1/24/25 - 2/24/25	18.87	124748
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 12/31/24 - 2/3/25	7,921.49	500942
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 12/31/24 - 2/3/25	151.46	500942
Total Department 741 DESIGN COMMITTEE				10,636.97	
Department: 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	SEEN MEDIA GROUP LLC	SEEN MAGAZINE	600.00	124718
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	ICE SIGNS	102.00	124696
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	MONTHLY PROMO SERVICES	875.00	124765
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	GRAPHIC DESIGN WORK	980.00	124856
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	DIRECTORY SIGNAGE	315.00	124752
248-742-955.340	CHILI COOKOFF EVENT	PEARSON, STACY K	CHILI FOOD LIC FOR NCFD - SPEARSON RE	126.00	124653
248-742-955.340	CHILI COOKOFF EVENT	[No Converted Name]	CHILI VOTE APP	49.00	500945
Total Department 742 MARKETING COMMITTEE				3,047.00	
Department: 744 ORGANIZATIONAL COMMITTEE					
248-744-802.010	LEGAL SERVICES - GENERAL	GIARMARCO, MULLINS, & HORT	LEGAL FEES - GENERAL JAN 25	559.60	124738
Total Department 744 ORGANIZATIONAL COMMITTEE				559.60	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				14,295.34	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 02/01/2025 - 02/28/2025

Attachment 4.b

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	232.37	
		248	DOWNTOWN DEVELOPMENT AUTHORITY	14,295.34	
		Total For All Funds:		<u>14,527.71</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: **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 viaphone 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 Lori 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.

An exchange was had between McKindles and Lahanas regarding the autonomy of the Northville DDA. Cole began noting that he wanted to ensure the DDA was following the principles of the DDA charter. Chubb included that the DDA director has been hired through the city as a city employee, and as a result of that the reporting structure is to the city manager. McKindles clarified that the DDA bylaws state that the DDA director serves at the pleasure of the DDA board, and that while the director functions as a city employee there is still a reporting relationship between the director and the board. McKindles noted that it would be wise for the DDA to have their own attorney look at the bylaws because there needs to be a sense of independence and autonomy for the DDA, and that the DDA needs to maintain from the city in order to be effective. He continued sharing that the DDA is not just another tax gathering function for the city, and it is important that the director conduct policy and strategy while affectively reporting to the board. McKindles shared that the DDA board may be looking to do things that contribute to the business and vibrancy of downtown that may be independent of the traditional role of the city. McKindles said that the MOU should state that the DDA board will decide on the policy and priorities on quarterly and annual basis, but from an administrative standpoint it would make sense to have the DDA staff managed by the city manager because the board is not able to do that. McKindles continued that there may be some healthy tension, which will need to be worked through with communication between Riley and Lahanas to ensure that this is running smoothly. Lahanas responded that he disagreed with the idea of healthy tension, because where there is tension there is caution, and where there is caution, there is not a sharing of resources. Lahanas continued that he believes there is much more benefit to working fully collaboratively and integrating into one another because it overrules the perception of one versus the other when it comes to decided who is paying for what service within the city. McKindles noted that when the DDA was created it was not meant to be folded into city services, it was created independent of city services for a reason. Lahanas responded that the city is the one inevitably responsible for the failure of the DDA financially. Further discussion was had on the pros and cons of the DDA being part of the city structure versus and independent entity. McKindles continued that the way the past has been conducted shouldn't dictate how the future of policies of the DDA are made and what the relationship of the DDA is with the city. He continued, noting that if Lahanas conducted annual reviews it would have to be under the direction of how well the director carried out the DDA board directives, not how well did the director carry out the city manager's directives. McKindles concluded that he believes there

has to be distinction and separation between the DDA and the city so as not to comingle the DDA priorities and the city priorities because there are reasons why the DDA is separate from the city. McKindles stated that the issues should be clarified by attorneys. Riley included thoughts that it is the administrative side of things that needed to be cleaned up and made clear in an MOU. Riley added that the DDA would talk to an attorney. Bonser noted that she also agreed with Riley that an understanding that splits the DDA from the city would be necessary. Boyd added that a bad outcome from this would be if DDA budget was coopted into the city budget, but he does thing a working agreement with the city that addresses all issues can be made. Miller stated that there were two issues at hand, hiring of the new director, and also reassessing how the DDA does business and that this is a great opportunity for looking at that. Boyd noted that the goal will be developing a working agreement between the DDA and the city, and that the MOU will be important in this.

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

**Meeting of the DDA Board of Directors
February 25, 2025 - 8:30 a.m.
Meeting Room A**

The February 25, 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, Aaron Cozart, Mike Jaafar, Jim Long, Ryan McKindles, Robert Miller, Shawn Riley

Absent: none

Also Present: Lori Ward/DDA Director, George Lahanas/City Manager, Stacy Pearson/DDA Assistant Director, Sandi Wiktorowski/Finance Director, Alan Maciag / Chief of Police, Kim Voytal / NHS School Liaison, Courtney O'Hara / Communications Specialist, Eric Nordine, Michelle Anule

AUDIENCE COMMENT

Voytal introduced herself and defined her position as School Board Liaison.

APPROVAL OF AGENDA AND CONSENT AGENDA

Friendly recommendation by Boyd to amend January 28, 2025 minutes.

Motion by Turnbull, **Seconded** by Jaafar to approve the minutes with the deferral of approval of item 4c until the March 25, 2025 meeting. **Motion carried** unanimously.

EXECUTIVE DIRECTOR SEARCH UPDATE

Riley reported that the director position was posted last Tuesday with one applicant and 3100 views. He continued, noting that March 7, 2025 at 4:00pm is deadline for submission.

2025 - 2026 DRAFT DDA BUDGET DISCUSSION

Boyd led the discussion, sharing that the next meeting budget will be presented for full approval. Boyd went over DDA Budgeted Expenditures FY2026 as well as increases and updates. Cole included that he is willing to join Boyd and sit with Sandi to deep dive into budget due to concerns that the methodology isn't beneficial to the DDA for the future. Cole added that fairness is the goal between city and DDA. Lahanas added that the budget goes to council in April for all departments, and that they approve budgets in the second meeting of May. He added that at the DDA march meeting the Organizational Committee and administration will present a recommendation about a budget and at that time DDA will deliberate and vote. If the board vote is a 'no' then a special DDA meeting will be formed. Buckhave requested a special meeting to help the group understand the budget.

No action required. March action will be required.

COMMITTEE UPDATES

Design Committee – Miller – none

Marketing Committee –Riley – none

Parking Committee –Maciag reported that tomorrow, February 26, 2025 is 2nd parking enforcement meeting at 5:30pm in council chambers, and the first one was on the February 14, 2025. Long requested the sub committee have an emergency meeting prior to the next planning commission meeting. Maciag said he would send out something 'today' to pull that meeting together.

Organizational Committee – Boyd – none

Economic Development Committee –Cozart shared that the next meeting would focus on connectivity between downs and downtown on how to make connections more visible. Robust conversation about future parking followed. The next meeting will be held March 12, 2025.

BOARD AND STAFF COMMUNICATIONS

Chilin' in the Ville recap by Pearson.

Boyd shared that on March 15, 2025 at the Marquis Theater a fundraiser would be held for new playground organized through new foundation of Carter Family “Declan Carter Foundation.”

Riley spoke on behalf of the DDA praising Ward for her 27 years of service to standing applause.

ADJOURNMENT

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

Motion carried unanimously. **Meeting adjourned** at 9:34am.

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA

**Special Meeting of the DDA Board of Directors
March 6, 2025 - 9:30 a.m.
Meeting Room A**

Attachment 4.e

The March 6, 2025 meeting of the DDA Board of Directors was called to order at 9:31am.

ROLL CALL

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

Absent: none

Also Present: George Lahanas/City Manager, Stacy Pearson/DDA Assistant Director, Barbara Moroski-Browne / Mayor Pro Tem

AUDIENCE COMMENT

none

DEVELOPMENT AND APPROVAL OF DDA EXECUTIVE COMMITTEE

Riley led a discussion on the development of a DDA Officers Committee to be comprised of Riley as Chair, Boyd as Vice Chair, and McKindles as Treasurer. Pearson to attend any DDA Offers Committee meetings by invite only as Secretary when needed. Riley noted the Officers committee would perform interviews along with Lahanas and would report to the board with any necessary communications moving forward.

Motion by Turnbull, **Seconded** by Buckhave to develop the DDA Officers Committee comprised of Riley, Boyd, and McKindles. **Motion carried** unanimously.

DISCUSSION AND APPROVAL OF HIRING PROCESS FOR DDA STAFF

Riley led discussion on a review of the job description for DDA director as well as the process for hire moving forward. Lahanas included a drafted memorandum that he brought to the meeting that explained the roll out of how applications would be processed. Lahanas also clarified that the board is empowering the Officers Committee along with Lahanas to select a group of interviewees, develop a series of fourteen or fifteen interview questions, conduct interviews, select a final candidate, bring them before the board, and if approved by the board the potential hire will be extended an offer.

Motion by Long, **Seconded** by Turnbull to approve the hiring process for DDA staff working with the city manager. **Motion carried** unanimously.

ADJOURNMENT

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

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

Feb-25

Charger Location	Energy (KWH) NOV	Energy (KWH) DEC	Energy (KWH) JAN	Energy (KWH) FEB
123 E Cady St	1205.63	1849.14	2148.22	1118.06
123 W Cady St	827.43	1710.15	1709.26	2039.16
114 W Main St	1417.75	1523.38	2207.36	1091.27
Totals:	3450.81	5082.67	6064.84	4248.49

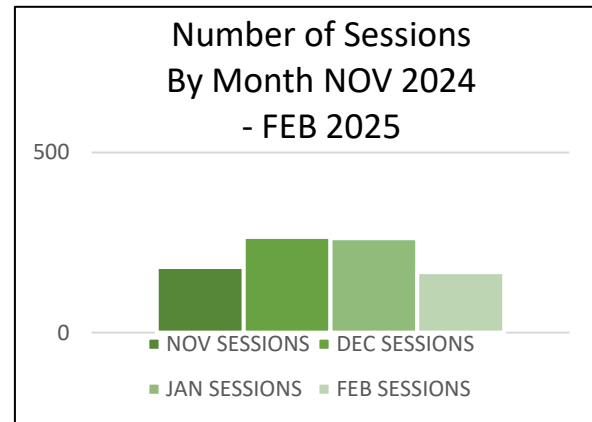
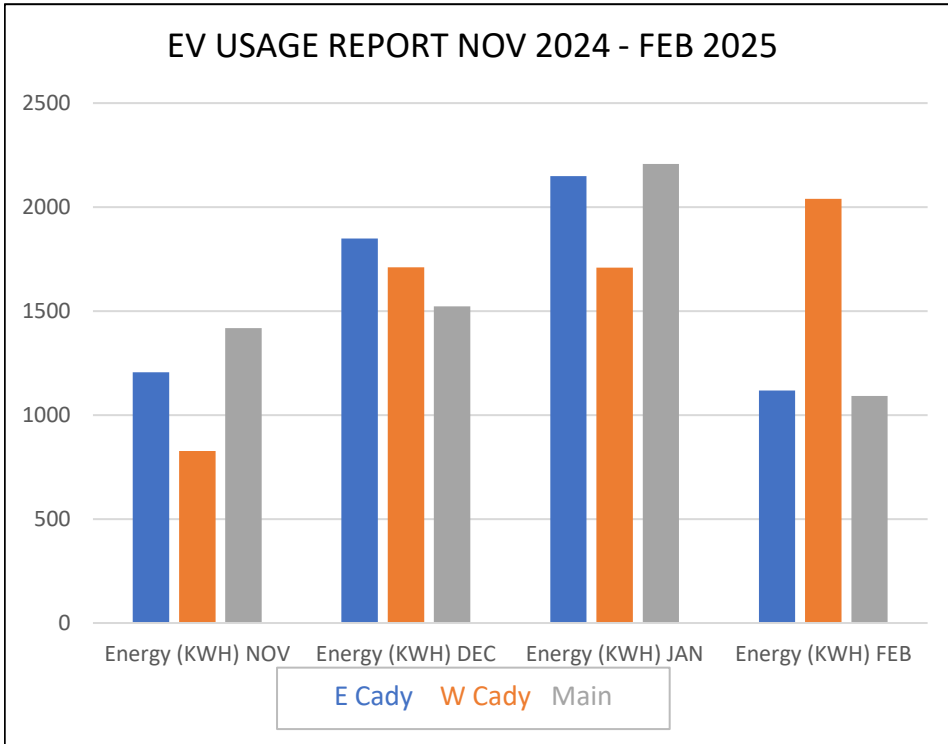
Session Totals	NOV SESSIONS	DEC SESSIONS	JAN SESSIONS	FEB SESSIONS
	182	266	262	168

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	328.27	62	186.34	1471.93
123 W Cady St	332.07	62	339.86	2684.55
114 W Main St	202.21	44	181.88	1436.66
Totals:	862.55	168	708.08	5593.14

Annual Users	Nov-24	Dec-24	Jan-25	Feb-25
Sessions to Date	1165	1431	1693	1861
DDA Funds Earned	\$103.31	\$152.33	\$185.61	\$127.41



Northville, Michigan EV Report



FEB 2025 DATA

Petroleum Dsplcmt GAL 708.04
Green House Gas KG 5593.14



Northville Downtown Development Authority

Overview

The Northville Downtown Development Authority (DDA) was created in 1978 to halt the deteriorating property values in downtown Northville. In subsequent years the Development Area described in the original plan has expanded, and several times the Plan was amended in scope. In 1997, the Northville City Council approved a two-mill operating levy as recommended by the DDA Board of Directors and allowed by State statute. The Plan, which expires in 2049, identifies DDA projects that will be funded by TIF revenue and provides estimates and prioritization to these projects.

The DDA staff allocates its time between physical improvement projects, economic development, parking, business recruitment and retention, planning, website maintenance, administrative duties, marketing, and special events. Time is also spent working with the Northville Central Business Association, Chamber of Commerce, and City staff and officials to achieve and maintain a vibrant and economically viable downtown.

Proposed Fiscal Year Highlights

The taxable value subject to DDA capture increased 7.7% over last year generating approximately an additional \$50,000 in captured taxes. Of that additional tax revenue, \$16,000 is new taxes captured in the Brownfield development project. This is the first year that the DDA will keep the full \$50,000 per the agreement between the Downtown Development Authority and the Brownfield Redevelopment Authority. The prior year, which was the first year, was only \$34,000.

The State is anticipated to reimburse \$60,000 to the DDA for the small taxpayer exemption from personal property with taxable values of less than \$180,000. The taxable value for the DDA's special levy increased 6.2%. The 2-mill levy has been permanently reduced to 1.7585 due to a Headlee rollback. That levy provides for an additional \$2,494 over the prior year.

In April 2023, the Northville City Council voted to allow the roads to remain closed to vehicular traffic seasonally. The DDA and City Council have been working together on the development of a pedestrian plan and funding strategy for the downtown area. The DDA has retired debt service for bonds originally issued in 2010 for the downtown streetscape project. This frees up approximately \$170,000 annually to fund pay-as-you-go projects or to utilize for debt service on a new bond issue. The DDA's FY26 budget shows an annual commitment to a street and sidewalk improvement project of \$225,000. Dedicated revenue from the City's street millage produces approximate \$24,000 in annual revenue that will also be committed to this project. In addition, the DDA has included a \$25,000 budgeted line item for fiscal year 2026 to financially assist with the replacement of the playground at Ford Field.



The unrestricted fund balance for the end of fiscal year 2026 is projected at \$320,153 which is approximately 28% of the DDA's annual expenditures. Due to the transition of the Executive Director, it was deemed prudent to not budget for specific projects at this time. When projects are identified, budget amendments will be necessary.

The City and DDA jointly fund the improvements, operation, and maintenance of the City's parking system. Public Works is charged with the maintenance of the structures and the lots. Annually, the DDA makes an operating transfer to the Parking Fund for approximately 96% of the parking system maintenance costs. These expenses include lighting, sweeping, salting, striping, snow plowing and removal, and minor maintenance issues.

Staffing changes occurred in the prior year which will continue into the future. The first is a shared Communications Specialist with the City. The DDA will no longer be contracting this service out. The in-house staff person is assigned 25% of their time in the DDA. In addition, the City and DDA will be sharing a DPW laborer position 50/50. For the six months that the streets are closed to vehicular traffic (May through October) that laborer will be assigned 100% to the DDA on an altered shift schedule to accommodate weekend events and a busier downtown area. The other six months they will rotate back into the DPW workforce.

2024 Significant Accomplishments

- Updated DDA bylaws.
- New signage on Wing Street entrance.
- Completed building inventory to track square footage, usage, and occupancy data.
- Presentation on social districts at MDA conference.
- Provided 32 downtown concerts.
- Managed downtown events that include Holiday to Remember, Chilin in the 'Ville, and Skeletons are Alive.
- Worked with the City Manager to create a shared communications position.
- Participated in various discussions on options for curbless streets.
- Worked with City administrative staff to update the outdoor dining ordinance and applications and a new entertainment license.



Downtown Development Authority

Description	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
	Actual	Actual	Projected	Proposed Budget	Forecast	Forecast	Forecast
<i>Calculation of Tax Revenues</i>							
Captured Property Taxes =							
Taxable Value Subject to Capture			34,078,711	36,688,207	37,421,971	38,170,410	38,933,818
x Estimated Tax Levies per Mill			25.4368	25.0000	25.0000	25.0000	25.0000
DDA Operating Levy =							
Prior Years' Millage Approved			1.8093	1.7608	1.7585	1.7585	1.7585
x Millage Reduction Fraction			0.9732	0.9987	1.0000	1.0000	1.0000
=Allowable Levy			1.7608	1.7585	1.7585	1.7585	1.7585
x DDA Taxable Value per Mill			41,627	44,237	45,122	46,024	46,944
<i>Revenues</i>							
Captured Taxes	809,575	819,048	866,843	917,205	935,549	954,260	973,345
Operating Levy	66,728	69,642	73,297	77,791	79,347	80,933	82,551
Personal Property Tax Reimbursement	24,431	46,074	76,578	60,000	60,000	60,000	60,000
Other Income	91,868	159,307	115,645	103,250	85,500	85,500	85,500
Total Revenues	992,602	1,094,071	1,132,363	1,158,246	1,160,396	1,180,693	1,201,396
<i>Expenditures</i>							
Personnel Services	258,613	275,932	391,865	344,135	356,050	370,140	383,080
Contractual Services	144,520	133,366	136,920	96,375	99,375	96,375	99,375
Other Services & Charges	197,783	227,785	242,324	229,035	217,190	215,335	219,725
Overhead/Indirect Cost Allocation	13,220	13,480	119,980	152,040	156,600	161,300	166,140
Overhead/Indirect Cost Subsidy	-	-	(60,505)	(76,020)	(70,471)	(64,522)	(58,149)
Debt Commitment	169,880	170,075	167,421	225,000	225,000	225,000	225,000
Capital Outlay	-	30,000	-	-	-	-	-
Transfers to Other Funds	163,035	246,402	154,430	157,560	110,780	114,110	117,530
Total Expenditures	947,051	1,097,040	1,152,435	1,128,125	1,094,524	1,117,738	1,152,701
<i>Fund Balance Analysis</i>							
Beginning Fund Balance			464,674	444,602	474,723	540,595	603,550
Change in Fund Balance			(20,072)	30,121	65,872	62,955	48,695
Projected Ending Fund Balance			444,602	474,723	540,595	603,550	652,245
<i>Fund Balance Constraints</i>							
Restricted for Street Improvements			141,116	165,143	189,321	213,853	238,370
Assigned for Compensated Absences			-	-	-	-	-
Non-spendable - Prepays			-	-	-	-	-
Unrestricted Fund Balance			303,486	309,580	351,274	389,697	413,875
Projected Total Fund Balance			444,602	474,723	540,595	603,550	652,245
Unrestricted Fund Balance as a % of Expenditures			26%	27%	32%	35%	36%

2025 Board and Commission Meeting Dates

For more information, visit our website at www.ci.northville.mi.us

Beautification Commission – 1st Monday, 8:30 a.m. at City Hall, 215 W. Main St. (248-349-1300) unless otherwise noted					
April 7	May 5	June 2	July 7	August 4	September 1
October 6					
(No meeting in November, December, January, February) * = meeting moved due to holiday					

Board of Review – March, July, and December, at City Hall, 215 W. Main St. (248-349-1300 X 2704) call for meeting times or check website		
March 4, 10, 12	July xx	December xx

Board of Zoning Appeals – 1st Wednesday, 7 p.m. at City Hall, 215 W. Main St. (248-449-9902)			
January 8	February 5	March 5	April 2
May 7	June 4	July 2	August 6
September 3	October 1	November 5	December 3

Downtown Development Authority – 3rd Tuesday, 8 a.m. at City Hall, 215 W. Main St. (248-349-0345)			
January 28	February 25	March 25	April 22
May 27	June 24	July 22	August 26
September 23	October 28	November 25	December 16

Historic District Commission – 3rd Wednesday, 7 p.m. at City Hall, 215 W. Main St. (248-449-9902)			
January 15	February 19	March 19	April 15
May 21	June 18	July 16	August 20
September 17	October 15	November 19	December 17

Housing Commission – 2nd Wednesday, 6 p.m. at Allen Terrace, 401 High St. (248-349-8030)			
January 8	February 12	March 19	April 9
May 14	June 11	(no meeting in July or August)	
September 17	October 8	November 12	December TBD (holiday party)

Northville Senior Advisory Commission – 3rd Thursday, 1 p.m. at Community Center 303 W. Main St. (248-349-4140)			
January 16	February 20	March 20	April 17
May 15	June 19	July 17	August 21
September 18	October 16	November 20	No meeting in December

Parks and Recreation Commission – 4th Wednesday of Jan, Mar, May, July, Sept, Nov* @ 6:30 p.m. (248-349-0203)				
<small>*Meeting location is Northville Township Hall 44405 Six Mile Road*</small>				
January 22	March 26	May 28	July 23	September 24
November 26				

Planning Commission – 1st and 3rd Tuesday, 7 p.m. at City Hall, 215 W. Main St. (248-449-9902)			
January 7 & 21	February 4 & 18	March 4 & 18	April 1 & 15
May 6 & 20	June 3 & 17	July 1 & 15	August 5 & 19
September 2 & 16	October 7 & 21	November 6 & 18	December 2 & 16

Youth Network – 2nd Tuesday, 8 a.m. at Northville Community Center, 303 W. Main Street (248-344-1618)			
January 14	February 11	March 11	April 8
May 13	June 10	(No meeting in July)	
September 9	October 14	November 11	December 9

- Brownfield Redevelopment Authority – As needed, at City Hall, 215 W. Main St. (248-449-9905)
- Building Authority – As needed, at City Hall, 215 W. Main St. (248-449-9905)
- Construction Board of Appeals – As needed, at City Hall, 215 W. Main St. (248-305-2709)
- Downtown Citizens District Council – As needed, at City Hall, 215 W. Main St. (248-349-0345)
- Economic Development Corporation – As needed, at City Hall, 215 W. Main St. (248-449-9905)
- Election Commission – As needed, at City Hall, 215 W. Main St. (248-349-1300)
- Housing Board of Appeals – As needed, at City Hall, 215 W. Main St. (248-349-1300)
- Liquor License Review Committee – As needed, at City Hall, 215 W. Main St. (248-449-9905)

Posted: 12/xx/2024