



**Meeting of the DDA Board of Directors
City Council Chambers
September 26, 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. August 2023 Revenue and Expenditure Report (Attachment 4.a)
 - b. August 2023 Invoice Report (Attachment 4.b)
 - c. August 22, 2023 DDA Meeting Minutes (Attachment 4.c)
 - d. Electric Vehicle Charging Station Usage Report (Handout)
 - e. 1st Quarter Budget Amendments (Attachment 4.e)
 - f. 1st Quarter Budget Amendment Explanations (Attachment 4.f)
5. Reopening Downtown Streets
 - a. Bollard Update
 - b. Merchant Meetings (September 7 and 14, 2023)
 - c. Exploration of Curbless Street Design (Attachment 5.c)
6. Ford Field Presentation
 - a. Master Plan (Attachment 6.a)
 - b. Entranceway Presentation (Attachment 6.b)
7. Non-motorized Plan Presentation (Handout)
8. Information and Updates
 - a. Design Committee – No Update
 - b. Marketing Committee – No Update
 - c. Organizational Committee – No Update
 - i. DDA Bylaws (Attachment 8.c.i)
 - d. Economic Development Committee – No Update
 - i. Boundary Expansion Update – Lori Ward
 - e. Parking Committee – No Update
9. Future Meetings / Important Dates (Attachment 9)
10. Board and Staff Communications
11. Adjournment – Next Meeting – TBD

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 16.94

AUGUST BENCHMARK 17%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 08/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/23 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	848,243.00	848,243.00	742,307.59	164,315.11	105,935.41	87.51	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	0.00	(1,000.00)	0.00	
248-000-451.000	DDA OPERATING LEVY	70,074.00	70,074.00	54,845.71	46,625.54	15,228.29	78.27	
	PROPERTY TAXES	<u>917,317.00</u>	<u>917,317.00</u>	<u>797,153.30</u>	<u>210,940.65</u>	<u>120,163.70</u>	<u>86.90</u>	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	0.00	0.00	180.00	0.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	
	LICENSES, FEES, & PERMITS	<u>15,180.00</u>	<u>15,180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,180.00</u>	<u>0.00</u>	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00	
	STATE REVENUES	<u>24,000.00</u>	<u>24,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,000.00</u>	<u>0.00</u>	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	200.00	110.00	110.00	90.00	55.00	
248-000-626.010	DEVELOPER REIMBURSEMENT	0.00	0.00	896.25	896.25	(896.25)	100.00	
248-000-626.110	EV CHARGING STATION REVENUE	1,515.00	1,515.00	0.00	0.00	1,515.00	0.00	
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	
	MISCELLANEOUS REVENUES	<u>7,715.00</u>	<u>7,715.00</u>	<u>1,006.25</u>	<u>1,006.25</u>	<u>6,708.75</u>	<u>13.04</u>	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	6,000.00	6,000.00	662.64	397.48	5,337.36	11.04	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	2,500.00	2,500.00	624.27	0.00	1,875.73	24.97	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500.00	5,500.00	804.73	0.00	4,695.27	14.63	
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(45.21)	(45.21)	(454.79)	9.04	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(60.49)	(60.49)	(639.51)	8.64	
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(39.40)	(39.40)	(510.60)	7.16	
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(11.43)	0.00	(128.57)	8.16	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	1,236.08	0.00	(1,236.08)	100.00	
	INTEREST	<u>12,110.00</u>	<u>12,110.00</u>	<u>3,171.19</u>	<u>252.38</u>	<u>8,938.81</u>	<u>26.19</u>	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	0.00	0.00	700.00	0.00	
	RENTAL INCOME	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00</u>	
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	39,000.00	39,000.00	13,950.00	2,850.00	25,050.00	35.77	
	GRANTS & OTHER LOCAL SOURCES	<u>39,000.00</u>	<u>39,000.00</u>	<u>13,950.00</u>	<u>2,850.00</u>	<u>25,050.00</u>	<u>35.77</u>	
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	88,008.00	88,008.00	0.00	0.00	88,008.00	0.00	
	FUND BALANCE RESERVE	<u>88,008.00</u>	<u>88,008.00</u>	<u>0.00</u>	<u>0.00</u>	<u>88,008.00</u>	<u>0.00</u>	
Unclassified								
248-000-677.010	SPONSORSHIPS - CONCERTS	0.00	0.00	12,100.00	0.00	(12,100.00)	100.00	
248-000-677.020	SPONSORSHIPS - SKELETONS	0.00	0.00	150.00	150.00	(150.00)	100.00	

PERIOD ENDING 08/31/2023
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AUGUST BENCHMARK 17%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 08/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Unclassified		0.00	0.00	12,250.00	150.00	(12,250.00)		100.00
Total Dept 000		1,104,030.00	1,104,030.00	827,530.74	215,199.28	276,499.26		74.96
TOTAL REVENUES		1,104,030.00	1,104,030.00	827,530.74	215,199.28	276,499.26		74.96
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	529.08	411.72	7,670.92		6.45
248-573-707.000	WAGES - REGULAR OVERTIME	515.00	515.00	76.94	76.94	438.06		14.94
248-573-725.000	FRINGE BENEFITS	8,505.00	8,505.00	560.38	449.91	7,944.62		6.59
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	0.00	0.00	525.00		0.00
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150.00	11,150.00	547.74	524.38	10,602.26		4.91
Total Dept 573 - DPW SERVICES		28,895.00	28,895.00	1,714.14	1,462.95	27,180.86		5.93
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	23,175.00	23,175.00	2,461.78	1,641.21	20,713.22		10.62
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	15,976.00	11,466.50	48,904.00		24.62
248-741-725.000	FRINGE BENEFITS	14,825.00	14,825.00	2,404.87	1,675.32	12,420.13		16.22
248-741-726.000	SUPPLIES	300.00	300.00	0.00	0.00	300.00		0.00
248-741-775.200	DOWNTOWN MATERIALS	29,000.00	29,000.00	500.99	188.46	28,499.01		1.73
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000.00	3,000.00	119.00	119.00	2,881.00		3.97
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	94.51	0.00	905.49		9.45
248-741-801.000	CONTRACTUAL SERVICES	26,620.00	26,620.00	3,080.13	2,019.38	23,539.87		11.57
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	606.00	303.00	3,394.00		15.15
248-741-920.010	ELECTRIC POWER	5,100.00	5,100.00	669.16	333.28	4,430.84		13.12
248-741-920.020	NATURAL GAS	18,610.00	18,610.00	115.99	115.99	18,494.01		0.62
248-741-920.030	WATER & SEWER SERVICE	9,760.00	9,760.00	2,859.98	2,859.98	6,900.02		29.30
248-741-938.120	LANDSCAPE MAINTENANCE	37,810.00	37,810.00	230.99	230.99	37,579.01		0.61
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
248-741-962.500	VEHICLE INSURANCE	470.00	470.00	683.00	0.00	(213.00)		145.32
248-741-976.010	STREET FURNISHINGS	96,000.00	96,000.00	0.00	0.00	96,000.00		0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	0.00	0.00	5,000.00	0.00	(5,000.00)		100.00
248-741-979.110	BOLLARD PROJECT	0.00	0.00	3,734.24	0.00	(3,734.24)		100.00
248-741-995.204	O/T TO SDSI FUND	110,000.00	110,000.00	0.00	0.00	110,000.00		0.00
Total Dept 741 - DESIGN COMMITTEE		446,550.00	446,550.00	38,536.64	20,953.11	408,013.36		8.63
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,540.00	18,540.00	1,969.45	1,312.95	16,570.55		10.62
248-742-709.000	WAGES - PART TIME	31,640.00	31,640.00	2,485.01	2,204.15	29,154.99		7.85
248-742-725.000	FRINGE BENEFITS	9,425.00	9,425.00	952.71	676.26	8,472.29		10.11
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	9,583.00	2,421.00	44,782.00		17.63
248-742-801.340	WEB SITE MAINTENANCE	1,320.00	1,320.00	503.30	442.50	816.70		38.13
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	53,600.00	53,600.00	7,900.00	0.00	45,700.00		14.74
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	750.00	0.00	0.00	750.00		0.00
248-742-955.320	SKELETONS EVENT	0.00	0.00	1,000.00	1,000.00	(1,000.00)		100.00

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY Expenditures								
Total Dept 742 - MARKETING COMMITTEE		169,690.00	169,690.00	24,393.47	8,056.86	145,296.53	14.38	
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,270.00	9,270.00	984.79	656.51	8,285.21	10.62	
248-743-725.000	FRINGE BENEFITS	3,495.00	3,495.00	380.89	253.45	3,114.11	10.90	
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00	
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	0.00	250.00	0.00	
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	12,500.00	0.00	37,500.00	25.00	
248-743-995.230	O/T TO PARKING FUND	101,500.00	101,500.00	24,375.00	0.00	77,125.00	24.01	
Total Dept 743 - PARKING COMMITTEE		164,565.00	164,565.00	38,240.68	909.96	126,324.32	23.24	
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,905.00	13,905.00	1,477.03	984.70	12,427.97	10.62	
248-744-709.000	WAGES - PART TIME	20,625.00	20,625.00	1,701.65	1,608.02	18,923.35	8.25	
248-744-725.000	FRINGE BENEFITS	6,830.00	6,830.00	715.31	517.00	6,114.69	10.47	
248-744-726.000	SUPPLIES	4,750.00	4,750.00	0.00	0.00	4,750.00	0.00	
248-744-730.000	POSTAGE	50.00	50.00	0.00	0.00	50.00	0.00	
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,950.00	2,950.00	674.00	0.00	2,276.00	22.85	
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00	
248-744-805.000	AUDITING SERVICES	5,395.00	5,395.00	0.00	0.00	5,395.00	0.00	
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	65.67	0.00	1,149.33	5.40	
248-744-920.000	UTILITIES	1,300.00	1,300.00	215.94	107.97	1,084.06	16.61	
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	270.00	270.00	830.00	24.55	
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	4,420.00	4,420.00	2,159.00	0.00	2,261.00	48.85	
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,798.00	0.00	702.00	71.92	
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,480.00	13,480.00	0.00	0.00	13,480.00	0.00	
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,870.00	85,870.00	9,076.60	3,487.69	76,793.40	10.57	
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,810.00	27,810.00	2,954.15	1,969.43	24,855.85	10.62	
248-745-725.000	FRINGE BENEFITS	10,475.00	10,475.00	1,142.53	760.37	9,332.47	10.91	
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00	
248-745-955.190	BUSINESS RETENTION PROGRAM	0.00	0.00	1,312.50	1,312.50	(1,312.50)	100.00	
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		38,385.00	38,385.00	5,409.18	4,042.30	32,975.82	14.09	
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	170,075.00	170,075.00	0.00	0.00	170,075.00	0.00	
Total Dept 906 - DEBT SERVICE		170,075.00	170,075.00	0.00	0.00	170,075.00	0.00	
TOTAL EXPENDITURES		1,104,030.00	1,104,030.00	117,370.71	38,912.87	986,659.29	10.63	

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	08/31/2023 NORM (ABNORM)	MONTH 08/31/23 INCR (DECR)	NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
	TOTAL REVENUES	1,104,030.00	1,104,030.00	827,530.74	215,199.28	276,499.26		74.96
	TOTAL EXPENDITURES	1,104,030.00	1,104,030.00	117,370.71	38,912.87	986,659.29		10.63
	NET OF REVENUES & EXPENDITURES	0.00	0.00	710,160.03	176,286.41	(710,160.03)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 08/01/2023 - 08/31/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 741 DESIGN COMMITTEE							
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322532048778	081323	09/20/23	103.02	121766
248-741-775.200	DOWNTOWN MATERIALS	AARONSON MANAGEMENT, I	TRUCK STICKERS	1-36327	08/23/23	50.00	121602
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	MULCH, WEED WHIP AND SUPPLIES	8132023	08/23/23	138.46	121611
248-741-775.210	SOCIAL DISTRICT EXPENDITUF	COMMUNITY FINANCIAL CR	CORNHOLE BAGS	73123	08/23/23	119.00	121612
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	SOFTWARE SERVICE SUPPORT SERVICE PE	34891	09/01/23	78.16	121541
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	ELECTRICAL REPAIR	1761	08/09/23	496.42	121540
248-741-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	MONTHLY DOWNTOWN WIFI BILL	0808	09/20/23	223.16	
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	080823	08/09/23	299.00	500527
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION MI EMPLOYER	NEW HIRE PHYSICAL	515718	08/23/23	108.00	121616
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	REPAIR OF DAMAGED IRRIGATION LINE	221149	08/23/23	1,037.80	121599
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTIES	112757	08/23/23	303.00	121608
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 7/18/23 - 8/15/23	7/18/23 - 8/15/23	08/23/23	333.28	121597
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 7/6/23 - 8/4/23	080423	08/23/23	115.99	500530
248-741-938.120	LANDSCAPE MAINTENANCE	HOME DEPOT CREDIT SERV	MULCH, WEED WHIP AND SUPPLIES	8132023	08/23/23	230.99	121611
Total For Dept 741 DESIGN COMMITTEE						3,636.28	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARKETING CONSULTING	NORTHVILLE 8-202	08/09/23	2,000.00	121485
248-742-801.000	CONTRACTUAL SERVICES	BROADCAST MUSIC INC	MUSIC LICENSING	49224576	08/23/23	421.00	121626
248-742-801.340	WEB SITE MAINTENANCE	ACCUNET, INC	WEBSITE MAINTENANCE	22596	08/23/23	442.50	121604
248-742-955.320	SKELETONS EVENT	FACE FLAIR LLC	FACE PAINTER FOR SKELETONS	73123	08/23/23	1,000.00	121638
Total For Dept 742 MARKETING COMMITTEE						3,863.50	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-805.000	AUDITING SERVICES	PLANTE MORAN	AUDIT SVCS THRU AUG	10064574	09/20/23	2,300.00	121742
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	080823	08/09/23	32.97	500527
248-744-958.000	MEMBERSHIP & DUES	NORTHVILLE CHAMBER OF	CHAMBER MEMBRSHIP	3048	08/23/23	270.00	121605
Total For Dept 744 ORGANIZATIONAL COMMITTEE						2,602.97	
Dept 745 ECONOMIC DEVELOPMENT COMMITTEE							
248-745-955.190	BUSINESS RETENTION PROGRAM	RITTER GIS	DEVELOPMENT OF BUILDING INVENTORY	21549	08/09/23	1,312.50	121518
Total For Dept 745 ECONOMIC DEVELOPMENT COMMITTEE						1,312.50	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						11,415.25	

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
August 22, 2023

The May meeting of the DDA Board was called to order at 8:03 am.

ROLL CALL

Present: *DJ Boyd, David Cole, Aaron Cozart, Mike Jaafar, Jim Long, Greg Presley, Shawn Riley*

Absent: *Brian Turnbull, Margene Buckhave, Steven Huprich, Ryan McKindles*

Also Present: *George Lahanas City Manager, Lori Ward DDA Director, Stacy Pearson DDA Assistant Director, Sarah Prescott, Dave Gutman, Fred Sheill, Bob Buckhave, Susan Hafleigh, Barbara Moroski-Browne, Marilyn Price*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Ward noted that the DDA had not received the usage report for item 4.e of the Consent Agenda the EV Charging Station Usage Report. The document will be forwarded to the DDA once it is received.

Motion by Boyd, seconded by Cozart, to approve the modified consent agenda. **Motion carried unanimously.**

PROFESSIONAL SERVICES FOR CURBLESS STREET DESIGN

Lahanas provided background information on curbless street concept to the DDA Board. The idea for a curbless street came when the concrete alongside the clock tower area began failing sooner than usual. Ward noted that this year the DDA has budgeted \$100,000 for road repairs mainly surround the clock area. Engineers agreed that fixing was a difficult task. This along with the discussion of platforms to continue the outdoor dining experience opened a time to look for new solutions. Lahanas shared his past experience with curbless street from his time as City Manager in East Lansing. In East Lansing the roads were closed for two months in the summer and it has proven a huge success. No negative issues have been reported. Lahanas noted that City Council prioritized the exploration of the curbless streets during the strategic planning process this summer. Lahanas noted that Council approved the study of the concept not implementation. The intent is to study the concept and to share information and graphics to the community and get feedback on the idea. If there is a decision to move forward renderings would be used in application for place making grants. Council

approved an expenditure at their August 21, 2023 meeting to fund the development of graphics to aid in this discussion. City Council agreed to split the design fees with the DDA equally, each paying \$2,500 to Grissim Metz Andries (GMA) to develop the graphics.

The downtown streets are scheduled to be reopened at the beginning of November to vehicular traffic. Now is the time to explore the next steps in the City/DDA's pedestrian plan. Does the City/DDA carry on with the current plan to use seasonal structures for outdoor dining or do they explore the possibility of a new concept of curbsless streets.

Presley asked if this information would be helpful in procuring grants. Lahanas responded that the graphics would be very helpful. The timing would line up with a \$400,000 Revitalization and Place Making (RAP) grant that has been applied for to put towards the Fort Griswold play structure. Lahanas noted that the City will find out this fall if the grant application is approved. If approved, that project would be implemented next summer, and then there could be an application submitted for another RAP grant the following spring. The City/DDA would apply for a \$500,000 grant, and would utilize the GMA drawings as part of the submission. The development of the drawings would be used to help the discussion, and if supported, the next step would be the engineering phase of the project to determine the feasibility of the project. The City/DDA already has a sense of the feasibility after discussions with the city engineers. There is no underground infrastructure that needs to be replaced. This would be a surface only project. Lahanas responded that engineering and services would come after community engagement and a decision by the City and DDA. I

Cole asked if there was a higher engagement in the community Lahanas came from with the retail vendors as opposed to just restaurants. Lahanas responded that the area in question is primarily a restaurant area, but it did work much better for festivals, less trip hazards, and it was only in a single block area.

Jaafar asked if, with the roads open, the curbsless streets still functioned well. Lahanas answered that it did work much better, and that there have been no issues in three years in East Lansing.

Long asked what the estimated down time was for the implementation of a project of this scale. Lahanas responded that the goal would be to leave six to eight feet of the existing sidewalk in place for uninterrupted business access for the entire project unless they required repair. Long noted that the pitch of some sidewalks was there purposefully because Steve Lomske raised issues for wheelchair accessibility ADA compliance when they were initially installed. Lahanas said that all sidewalks would have to be assessed.

Cole asked if this plan affected the bollard placement. Lahanas responded that it did not, the curbsless design would work inside of the bollard placement. Presley asked if crosswalks would be raised. Lahanas said if they were, they would be more visible but this would be a question for GMA and the engineers.

Presley noted that the value of all of this would be to improve use of the right of way and create a pedestrian oriented space that vehicles were able to come through. He also noted other communities have done this in the Midwest.

Ward noted many communities such as Ann Arbor, Brighton, East Lansing, Hudsonville, and others have working curbless streets that could be visited. Lahanas said that the East Lansing location was close to his office and he was there all of the time and it worked well, but that we had to make sure it would work well here as we move forward in discussions and examinations. Lahanas said that moving up onto the curbless streets make it a better pedestrian experience and safer because it creates a natural slowing of traffic.

Cole asked about the timeline for GMA plan. Lahanas went over the current dates for the removal of structures, and then went on to note that GMA will have a quick turn around for the initial requested plans in the next two weeks followed by a September meeting to create a plan. Lahanas said that 2024 will most likely not happen, perhaps next fall but most likely implementation would begin in spring 2025 if approved.

Presley asked for clarification that for one year the streets would be “pre-Covid” design, and Lahanas responded yes. Lahanas noted we are not tied to a time frame and that for one year we would be going back to how things were in terms of platforms, umbrellas, and tables. Ward noted many businesses still have their structures in storage waiting to see if they would be used.

Long noted challenges with parallel parking, possible putting lamp posts at risk. Lahanas said heavy planters and other key items can be placed to help alleviate that issue in the design. Lahanas also said light concrete barricades could be placed to keep cars out of dining areas as well.

Chair Riley opened the floor for discussion. Hafleigh reminding everyone that design work and a professional study is needed before moving forward with a plan. The images shown to the public are just images. Additional reminders given to remember the merchants on Center Street and their needs, overall ADA concerns, traffic flow, and overlap with construction times. Hafleigh noted she feels, as a designer, this is not a complete plan and that an additional firm beyond a design firm is needed.

Buckhave seconded Hafleigh’s thoughts on Center Street being an important part of the city to be included in any discussions as they often feel left out.

Prescott raised concerns over potential safety hazards with curbless streets and a lack of clear boundaries for vehicles. Primarily concerns with children not understanding the use or lack of visual cues with curbless areas. Prescott also expressed concern over multiple construction projects overlapping and the potential negative impact on businesses from traffic, dust, and lack of accessibility for public.

Lahanas addressed an additional comment about areas being left out of plans by Long, saying that he has spoken with Ward at length about continuing street scape improvements for all of the downtown, not just Main Street. A consistent look, concrete improvements, and equity to all businesses are of the utmost importance and something that Ward has brought up at length for a long period of time. He understands the fairness, but also that the six to eight blocks of town are not all utilized the same. Lahanas sited that on the upcoming Thursday City Council will be receiving reports on traffic and motorized transportation.

Long brought up the issue of the new stop signs on Cady. Lahanas noted it was approved the previous night, and a three-way stop will be installed at Cady and Church Streets. Long was looking forward to hearing what mobility had to say and asked that it be put on the agenda for September – Ward agreed.

Motion by Boyd, seconded by Cozart to approve a contract with Grissim Metz Andries for professional services to prepare graphics for a curbless street design. The DDA and the City to contribute equal amounts of \$2,500 to fund the design work. **Motion Carried six to one, with Jaafar opposed.**

COMMITTEE INFORMATION AND UPDATES

- a. Design Committee: Ward noted no update or report.
- b. Marketing Committee: Riley reported that attendance is down. There is work being done to improve the meetings and implement training every other month enhancing the format. Ward announced Skeletons will be installed at the beginning of October, and the kick off celebration is scheduled for October 6th. Skeletons will remain up throughout the entire month of October.
- c. Organizational Committee: No update or report
- d. EDC Committee: Presley questioned what the role of the EDC would be with the development of the pedestrian plan. Lahanas noted that from EDC and Design that there would be check ins throughout the process, but it would not be a burdensome process. Ward noted EDC will continue to be the steering committee for the project.

The expiration date for the taxing jurisdiction to opt out of capture on the boundary expansion and amendments to the TIF and Development Plan ended on Friday. The district library has opted out of future TIF capture. No other taxing jurisdictions opted out.

- e. Parking Committee: Ward noted the three-way stop was approved by traffic control order.
- f. Riley gave a Victorian Festival music update.
- g. Ward gave an update on a letter from Department of Transportation for an ADA complaint that had been filed against the city with MDOT. Also, a civil rights division had been filed, listing Ward as a contact. The contact was incorrect. The baton was handed off to DPW Director Mike Domine who, along with the city attorney, issued a response.
- h. Lahanas explained the FOG Ordinance to be implemented, removing the current grease collection containers throughout town.

BOARD AND STAFF COMMUNICATION

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

Meeting adjourned at 9:03 am.

Respectfully submitted,
Stacey Pearson, Assistant DDA Director
Northville DDA

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2024

1ST QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS & OTHER LOCAL SOURCES									
248-000-677.000	SPONSORSHIPS	39,000	(39,000)	0	0	0	0	17,950	0.00
248-000-677.010	SPONSORSHIPS - CONCERTS	0	20,000	0	0	0	20,000	12,100	60.50
248-000-677.020	SPONSORSHIPS - SKELETONS	0	12,000	0	0	0	12,000	150	1.25
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REME	0	5,000	0	0	0	5,000	0	0.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	0	2,000	0	0	0	2,000	0	0.00
	GRANTS & OTHER LOCAL SOURCES	39,000	0	0	0	0	39,000	30,200	77.44
INTEREST									
248-000-665.000	INTEREST - INVESTMENT POOL	6,000	0	0	0	0	6,000	1,693	28.22
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTU	2,500	0	0	0	0	2,500	1,422	56.88
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500	0	0	0	0	5,500	1,774	32.26
248-000-665.400	INVESTMENT POOL BANK FEES	(500)	0	0	0	0	(500)	(45)	9.04
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700)	0	0	0	0	(700)	(60)	8.64
248-000-665.600	BANK LOCKBOX FEES	(550)	0	0	0	0	(550)	(39)	7.16
248-000-665.700	CUSTODIAL FEES	(140)	0	0	0	0	(140)	(26)	18.23
248-000-669.000	UNREALIZED MARKET CHANGE IN IN	0	0	0	0	0	0	1,236	0.00
	INTEREST	12,110	0	0	0	0	12,110	5,955	49.17
LICENSES, FEES, & PERMITS									
248-000-490.090	NEWSPAPER RACK REGISTRATION FE	180	0	0	0	0	180	0	0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT F	15,000	0	0	0	0	15,000	0	0.00
	LICENSES, FEES, & PERMITS	15,180	0	0	0	0	15,180	0	0.00
MISCELLANEOUS REVENUES									
248-000-626.000	MISCELLANEOUS REVENUE	200	0	0	0	0	200	170	85.00
248-000-626.010	DEVELOPER REIMBURSEMENT	0	5,808	0	0	0	5,808	896	15.43
248-000-626.110	EV CHARGING STATION REVENUE	1,515	0	0	0	0	1,515	0	0.00
248-000-678.000	INSURANCE PROCEEDS	6,000	0	0	0	0	6,000	0	0.00
	MISCELLANEOUS REVENUES	7,715	5,808	0	0	0	13,523	1,066	7.88
PROPERTY TAXES									
248-000-404.000	CURRENT PROPERTY TAXES	848,243	0	0	0	0	848,243	742,308	87.51
248-000-418.000	PROPERTY TAXES - OTHER	(1,000)	0	0	0	0	(1,000)	0	0.00
248-000-451.000	DDA OPERATING LEVY	70,074	0	0	0	0	70,074	64,986	92.74
	PROPERTY TAXES	917,317	0	0	0	0	917,317	807,294	88.01
RENTAL INCOME									
248-000-667.020	RENT - SHORT TERM	700	0	0	0	0	700	0	0.00
	RENTAL INCOME	700	0	0	0	0	700	0	0.00
FUND BALANCE RESERVE									
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	88,008	84,510	0	0	0	172,518	0	0.00
	FUND BALANCE RESERVE	88,008	84,510	0	0	0	172,518	0	0.00
STATE REVENUES									

Year Ended 06/30/2024

1ST QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
248-000-573.000	LCSA - PERS PROP TAX REIMBURSE	24,000	22,075	0	0	0	46,075	0	0.00
	STATE REVENUES	24,000	22,075	0	0	0	46,075	0	0.00
TOTALS FOR DEPT 000-		1,104,030	112,393	0	0	0	1,216,423	844,515	69.43
TOTAL Revenues		1,104,030	112,393	0	0	0	1,216,423	844,515	69.43
DEPT: 573-DPW SERVICES									
248-573-706.000	WAGES - REGULAR FULL TIME	8,200	0	0	0	0	8,200	416	5.08
248-573-707.000	WAGES - REGULAR OVERTIME	515	0	0	0	0	515	35	6.72
248-573-725.000	FRINGE BENEFITS	8,505	0	0	0	0	8,505	423	4.97
248-573-801.020	AUTOMOTIVE SERVICE	525	0	0	0	0	525	0	0.00
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150	0	0	0	0	11,150	548	4.91
TOTALS FOR DEPT 573-DPW SERVICES		28,895	0	0	0	0	28,895	1,422	4.92
DEPT: 741-DESIGN COMMITTEE									
248-741-706.000	WAGES - REGULAR FULL TIME	23,175	0	0	0	0	23,175	4,103	17.70
248-741-709.000	WAGES - PART TIME	64,880	0	0	0	0	64,880	20,990	32.35
248-741-725.000	FRINGE BENEFITS	14,825	0	0	0	0	14,825	3,504	23.63
248-741-726.000	SUPPLIES	300	0	0	0	0	300	0	0.00
248-741-775.200	DOWNTOWN MATERIALS	29,000	0	0	0	0	29,000	501	1.73
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000	0	0	0	0	3,000	659	21.97
248-741-775.900	FUEL & OIL	1,000	0	0	0	0	1,000	102	10.16
248-741-801.000	CONTRACTUAL SERVICES	26,620	0	0	0	0	26,620	3,973	14.92
248-741-801.160	RESTROOM PROGRAM	4,000	0	0	0	0	4,000	606	15.15
248-741-920.010	ELECTRIC POWER	5,100	0	0	0	0	5,100	669	13.12
248-741-920.020	NATURAL GAS	18,610	0	0	0	0	18,610	116	0.62
248-741-920.030	WATER & SEWER SERVICE	9,760	0	0	0	0	9,760	2,860	29.30
248-741-938.120	LANDSCAPE MAINTENANCE	37,810	0	0	0	0	37,810	231	0.61
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000	0	0	0	0	2,000	0	0.00
248-741-962.500	VEHICLE INSURANCE	470	440	0	0	0	910	797	87.58
248-741-976.010	STREET FURNISHINGS	96,000	0	0	0	0	96,000	0	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	0	5,000	0	0	0	5,000	5,000	100.00
248-741-979.110	BOLLARD PROJECT	0	96,105	0	0	0	96,105	3,734	3.89
248-741-995.204	O/T TO SDSI FUND	110,000	0	0	0	0	110,000	0	0.00
TOTALS FOR DEPT 741-DESIGN COMMITTEE		446,550	101,545	0	0	0	548,095	47,845	8.73
DEPT: 742-MARKETING COMMITTEE									
248-742-706.000	WAGES - REGULAR FULL TIME	18,540	0	0	0	0	18,540	3,282	17.70
248-742-709.000	WAGES - PART TIME	31,640	0	0	0	0	31,640	4,033	12.75
248-742-725.000	FRINGE BENEFITS	9,425	0	0	0	0	9,425	1,579	16.75
248-742-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365	0	0	0	0	54,365	12,903	23.73
248-742-801.340	WEB SITE MAINTENANCE	1,320	0	0	0	0	1,320	946	71.65
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTI	53,600	(50,800)	0	0	0	2,800	7,900	282.14
248-742-955.190	BUSINESS RETENTION PROGRAM	750	0	0	0	0	750	0	0.00
248-742-955.310	CONCERTS	0	32,800	0	0	0	32,800	0	0.00
248-742-955.320	SKELETONS EVENT	0	12,000	0	0	0	12,000	1,000	8.33
248-742-955.330	HOLIDAY TO REMEMBER EVENT	0	5,000	0	0	0	5,000	0	0.00
248-742-955.340	CHILI COOKOFF EVENT	0	1,000	0	0	0	1,000	0	0.00
TOTALS FOR DEPT 742-MARKETING COMMITTEE		169,690	0	0	0	0	169,690	31,643	18.65

Year Ended 06/30/2024

1ST QUARTER BUDGET AMENDMENTS

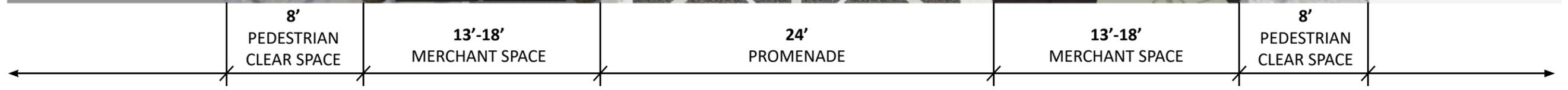
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

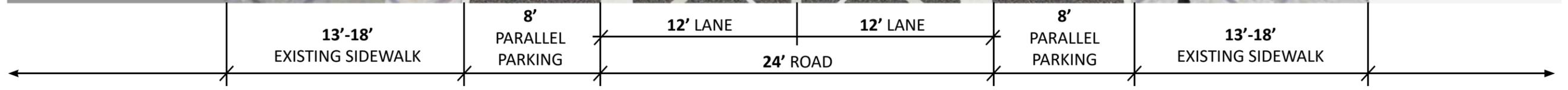
GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 743-PARKING COMMITTEE									
248-743-706.000	WAGES - REGULAR FULL TIME	9,270	0	0	0	0	9,270	1,641	17.71
248-743-725.000	FRINGE BENEFITS	3,495	0	0	0	0	3,495	634	18.15
248-743-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250	0	0	0	0	250	0	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000	0	0	0	0	50,000	12,500	25.00
248-743-995.230	O/T TO PARKING FUND	101,500	0	0	0	0	101,500	24,375	24.01
TOTALS FOR DEPT 743-PARKING COMMITTEE		164,565	0	0	0	0	164,565	39,150	23.79
DEPT: 744-ORGANIZATIONAL COMMITTEE									
248-744-706.000	WAGES - REGULAR FULL TIME	13,905	0	0	0	0	13,905	2,462	17.70
248-744-709.000	WAGES - PART TIME	20,625	0	0	0	0	20,625	2,790	13.53
248-744-725.000	FRINGE BENEFITS	6,830	0	0	0	0	6,830	1,193	17.46
248-744-726.000	SUPPLIES	4,750	0	0	0	0	4,750	0	0.00
248-744-730.000	POSTAGE	50	0	0	0	0	50	0	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,950	0	0	0	0	2,950	674	22.85
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0	5,808	0	0	0	5,808	0	0.00
248-744-802.010	LEGAL SERVICES - GENERAL	6,500	0	0	0	0	6,500	0	0.00
248-744-805.000	AUDITING SERVICES	5,395	0	0	0	0	5,395	0	0.00
248-744-900.000	PRINTING & PUBLISHING	1,215	0	0	0	0	1,215	66	5.40
248-744-920.000	UTILITIES	1,300	0	0	0	0	1,300	291	22.38
248-744-958.000	MEMBERSHIP & DUES	1,100	0	0	0	0	1,100	270	24.55
248-744-960.000	EDUCATION & TRAINING	850	0	0	0	0	850	0	0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE	4,420	(100)	0	0	0	4,320	3,239	74.97
248-744-962.010	INSURANCE - SPECIAL EVENTS POL	2,500	0	0	0	0	2,500	1,798	71.92
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,480	0	0	0	0	13,480	0	0.00
TOTALS FOR DEPT 744-ORGANIZATIONAL COMMITTEE		85,870	5,708	0	0	0	91,578	12,783	13.96
DEPT: 745-ECONOMIC DEVELOPMENT COMMITTEE									
248-745-706.000	WAGES - REGULAR FULL TIME	27,810	0	0	0	0	27,810	4,924	17.70
248-745-725.000	FRINGE BENEFITS	10,475	0	0	0	0	10,475	1,903	18.17
248-745-726.000	SUPPLIES	100	0	0	0	0	100	0	0.00
248-745-801.000	CONTRACTUAL SERVICES	0	2,500	0	0	0	2,500	0	0.00
248-745-955.190	BUSINESS RETENTION PROGRAM	0	2,640	0	0	0	2,640	2,313	87.59
TOTALS FOR DEPT 745-ECONOMIC DEVELOPMENT COMMITTEE		38,385	5,140	0	0	0	43,525	9,140	21.00
DEPT: 906-DEBT SERVICE									
248-906-995.303	O/T TO DEBT SERVICE FUND	170,075	0	0	0	0	170,075	5,038	2.96
TOTALS FOR DEPT 906-DEBT SERVICE		170,075	0	0	0	0	170,075	5,038	2.96
TOTAL Expenditures		1,104,030	112,393	0	0	0	1,216,423	147,021	12.09
TOTAL FOR FUND 248									
REVENUES:		1,104,030	112,393	0	0	0	1,216,423	844,514	69.43
EXPENDITURES		1,104,030	112,393	0	0	0	1,216,423	147,017	12.09
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	697,497	0.00

Northville DDA
FY 2023-24 Proposed DDA Budget
1st Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Increase in Planned Earnings	Decrease in Planned Earnings
Revenue				
248-000-677.000	Sponsorships	Assigning separate GL# to each item		(\$39,000)
248-000-677.100	Sponsorships	Concert Sponsorship	\$20,000	
248-000-677.200	Sponsorships	Skeletons Sponsorship	\$12,000	
248-000-677.300	Sponsorships	Holiday to Remember	\$5,000	
248-000-677.400	Sponsorships	Chili Cook Off	\$2,000	
248-000-626.010	Miscellaneous Revenue	Contribution from Developer for Boundary Ex	\$5,808	
248-000-699.000	Use of Fund Balance	Use of Fund Balance for bollard contribution	\$84,510	
248-000-573.000	LCSA Reimbursement	Personal Property Tax Reimbursement	\$22,075	
Subtotal			\$151,393	(\$39,000)
Total			\$112,393	
			Reduction in Planned Spending	Increase in Planned Spending
DPW				
none				
Design				
248-741-962.500	Vehicle Insurance	Increased amount for new truck		\$440
248-741-977.000	Capital Outlay > \$5,000	Purchase of new truck for watering		\$5,000
248-741-979.110	Bollard Project	Purchase of Bollards		\$96,105
Marketing				
248-742-955.160	Downtown Programming		(\$50,800)	
248-742-955.310	Establishment of Sep. Event	Separation of events – Concert Budget		\$32,800

248-742-955.320	Establishment of Sep. Event	Separation of events - Skeletons		\$12,000
248-742-955.330	Establishment of Sep. Event	Separation of events – Holiday to Remember		\$5,000
248-742-955.340	Establishment of Sep. Event	Separation of events – Chili Cookoff		\$1,000
Parking				
none				
Organizational				
248-744-801.450	DDA Plan Update	Fees to update DDA Boundaries and Plan		\$5,808
248-744-962.000	Liability and Property Ins.	Actual Cost	(\$100)	
Economic Dev.				
248-745-801.000	Contractual Services	GMA fees for Curbless Street		\$2,500
248-745-955.190	Business Retention Program	Building Inventory		\$2,640
Subtotal			(\$50,900)	\$163,293
Total Impact to DDA Budget to date				\$112,393















OFFICE OF STRATEGIC PLANNING

Celebrating our History, Planning for our Future: 1825-2025

MEMORANDUM

TO: Northville Downtown Development Authority
FROM: Wendy Wilmers Longpre, Dir. of Strategic Plan. & Special Projects
DATE: September 26, 2023
SUBJECT: Ford Field Park Master Plan

City of Northville
 OFFICE OF STRATEGIC
 PLANNING & SPECIAL PROJ.
 215 West Main Street
 Northville, MI 48167

(248) 449-9905
www.ci.northville.mi.us

In February, 2023 City Council awarded a consultant services contract to Wade Trim for the development of a master plan for Ford Field Park. The Ford Field Park Task Force had been studying the Park since the Task force was formed in 2020, and were looking to Wade Trim to further develop the community's ideas for the Park.

Wade Trim performed a topographic survey and existing conditions inventory, and conducted a community survey which garnered over 1,200 responses from residents of Northville, Northville Township and 20 other neighboring communities.

Using the feedback that was received, three design options for Ford Field Park Master Plan were developed and presented to the public during an Open House on June 8, 2023. The design elements most highly supported by the community were synthesized into a preliminary Master Plan which was reviewed by staff, the Ford Field Team (formerly the Ford Field Task Force), and the River Restoration Task Force. Their input was used to prepare the Draft Ford Field Park Master Plan.

The Master Plan was presented to the public on Thursday, September 21, and will be reviewed by the Park and Recreation Commission on September 28. It is then scheduled for City Council review and potential approval on October 16.

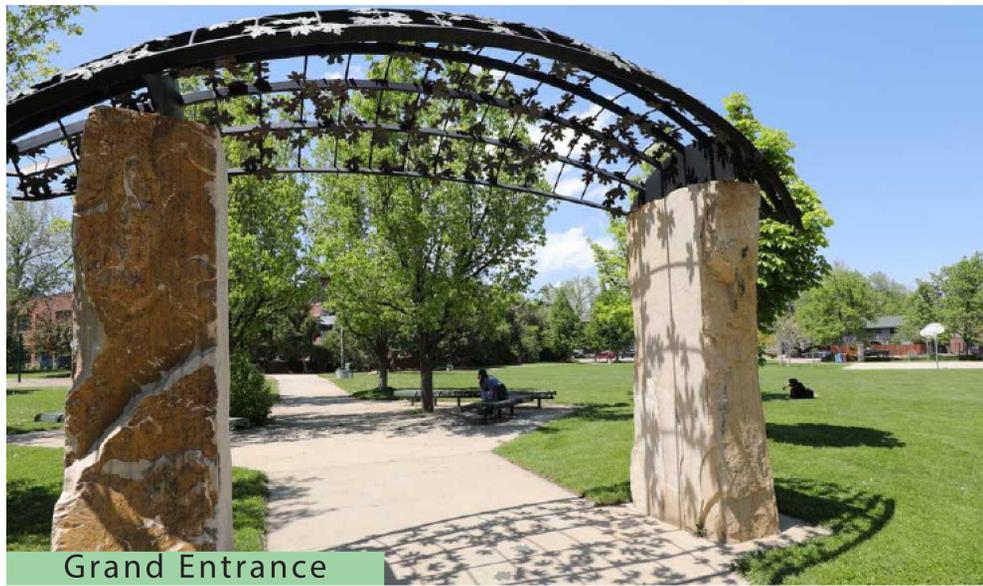
Attached is the Draft Master Plan for your information. I will be present during your September 26, meeting to provide additional detail on the Plan and answer any questions that the DDA may have.



LEGEND

- ★ CROSSWALK
- ✳ WATER ACCESS
- BENCH
- LIGHT
- OUTLET
- PARK ENTRY AND INFORMATIONAL SIGNAGE





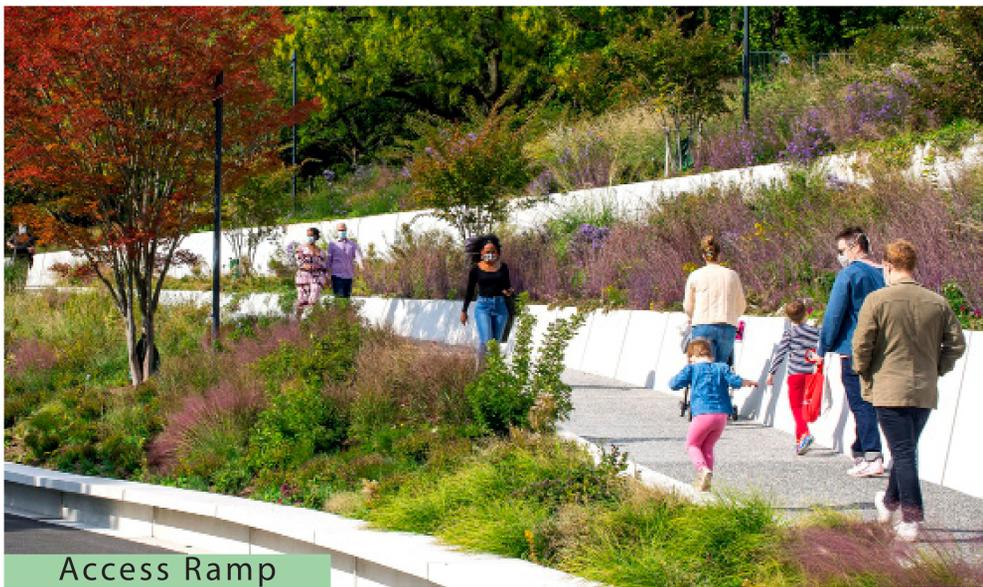
Grand Entrance



Restroom



Native Plant Restoration



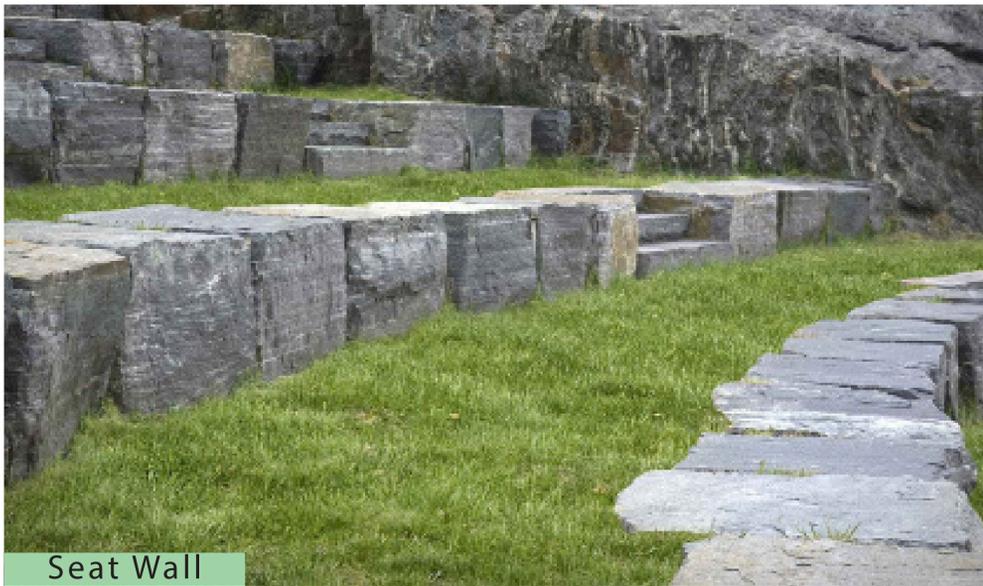
Access Ramp



Food Trucks



Serenity Point Enhancements



Seat Wall



Playground



River Bank Improvements



OFFICE OF STRATEGIC PLANNING

Celebrating our History, Planning for our Future: 1825-2025

MEMORANDUM

TO: Northville Downtown Development Authority
FROM: Wendy Wilmers Longpre, Dir. of Strategic Plan. & Special Projects
DATE: September 26, 2023
SUBJECT: Ford Field Park Accessible Gateway

City of Northville
 OFFICE OF STRATEGIC
 PLANNING & SPECIAL PROJ.
 215 West Main Street
 Northville, MI 48167

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In 2022, the River Restoration Task Force prepared a request for Congressional Direct Spending (CDS) funds to construct a barrier free gateway into Ford Field Park and stabilize the bank along Hutton Street. The project had three primary goals:

1. Improve access into the park for visitors of all abilities;
2. Improve the connection between the Park and downtown Northville to encourage pedestrian travel between the two locations; and,
3. Stabilize the steep slope along the western border of the park which drops over 30' from the streets above.

The City of Northville's request for CDS funds was accepted and in June 2023, the City entered into an agreement with the Michigan Economic Development Corporation (administrators of the funds) for \$910,000 for this project.

Northville City Council has contracted with OHM to develop design and construction plans for the project and OHM has produced three design options for review and feedback, see attached.

The design options were presented to the public on Thursday, September 21, and will be shared with this body as well as the Parks and Recreation Commission in September, and with the River Restoration Task Force, the Planning Commission, the Historic District Commission and City Council in October. The feedback received will be used to develop a final design.

The key features of each option are summarized in the attached information and I will be present during your September 26, meeting to provide additional detail on the design options and answer any questions that the DDA may have.

- 1 Existing Vegetation to Remain
- 2 Existing Baseball Field
- 3 Existing Pathway
- 4 Existing Street Light to Remain, typ
- 5 Existing Parking Lot
- 6 Existing Utility Pole
- 7 New Crosswalk
- 8 Lawn, typ
- 9 New Island Extension
- 10 New Flowering Shrubs to Match Existing
- 11 Proposed Bench, typ
- 12 Proposed Litter Receptacle
- 13 Proposed Flowering Perennials, typ
- 14 Proposed Plaza Pavers (To Match Downtown)
- 15 Proposed Obelisk with Signage and Lighting (Refer to Gateway Options)
- 16 Existing Ramp 1:12 (8.33% Slope) with Handrails on Both Sides
- 17 Proposed Seating Opportunities
- 18 Proposed Retaining Walls (Ranging 6'-14' HT)
- 19 Proposed Stairs
- 20 Required Ramp Landings
- 21 Proposed New Concrete Sidewalk
- 22 Proposed Gateway Piers with Signage and Lighting (Refer to Concept Sketch)
- 23 Proposed Planters (To Match Downtown)
- 24 Proposed Ramp 1:20 (5% Slope) with Handrail (1-Side)
- 25 Proposed Additional Seatings
- 26 Proposed Deciduous Trees, typ
- 27 Existing Vegetation Remained and Slope Stabilized with Grid and Plantings
- 28 Proposed Handrail Along Walk
- 29 Proposed Retaining Wall
- 30 Robert's Rock Area to Remain
- 31 New 10' Wide ADA Concrete Ramp(1:20 Slope)



► **CONCEPT A**

NORTHVILLE FORD FIELD | GATEWAY CONCEPTS

9/21/2023

N.T.S



- 1 Existing Vegetation to Remain
- 2 Existing Baseball Field
- 3 Existing Pathway
- 4 Existing Street Light to Remain, typ
- 5 Existing Parking Lot
- 6 Existing Utility Pole
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- 8 Lawn, typ
- 9 New Island Extension
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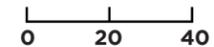
- 30 Robert's Rock Area to Remain
- 31 New 10' Wide ADA Concrete Ramp(1:20 Slope)



CONCEPT C

NORTHVILLE FORD FIELD | GATEWAY CONCEPTS

9/21/2023



Design Option B



Features

New crosswalk and island extension on Hutton

Plaza with obelisk detail, benches, trash receptacles and landscape

Ramp (1:12 pitch, 8.3% slope) with handrails on both sides and landings every 30'

Benches are possible but not optimal

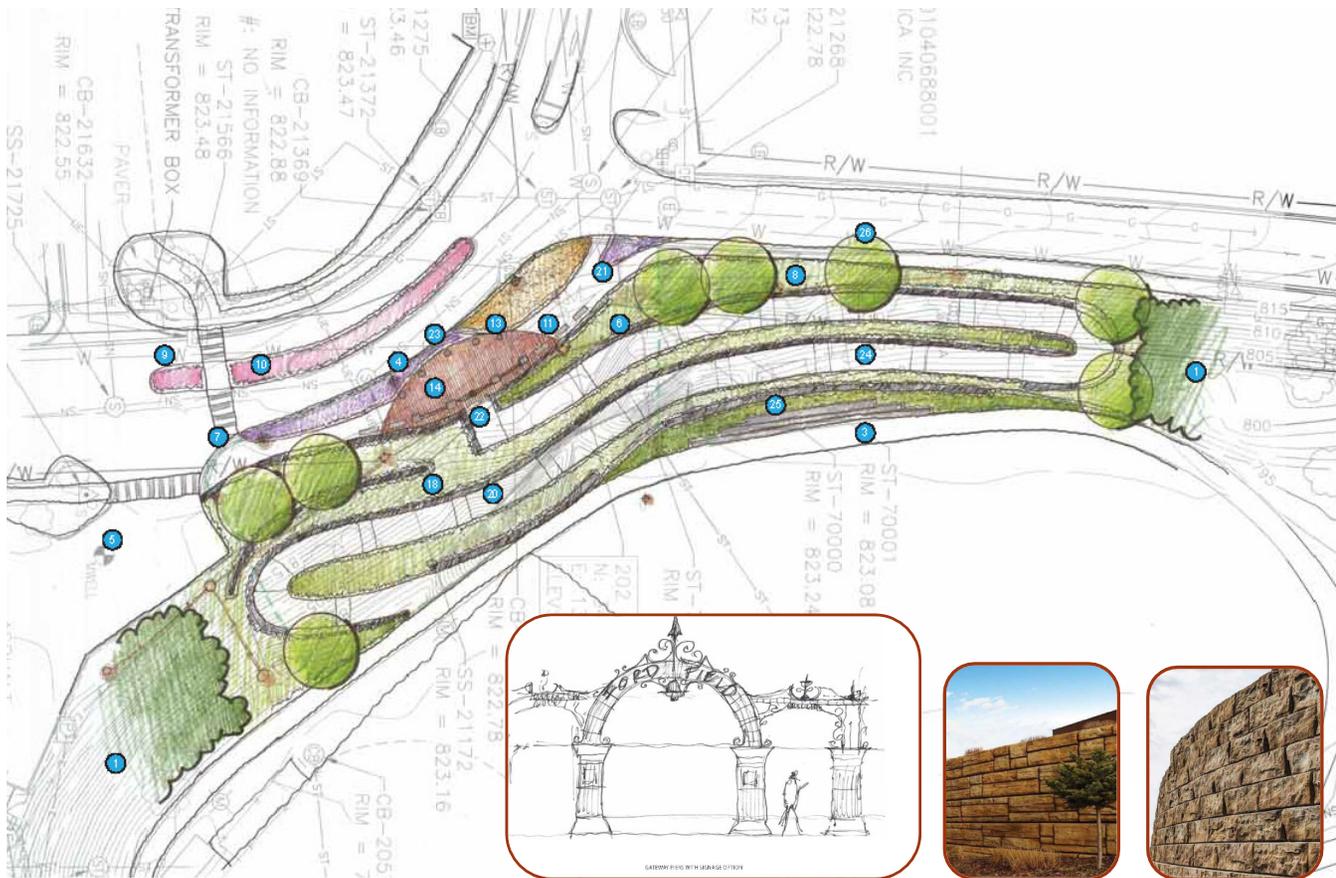
Retaining walls between 6' – 14' high

Lawn or low maintenance ground cover to stabilize the slope

Estimated cost: between \$1.5 and \$2 million



Design Option C



Features

- New crosswalk and island extension on Hutton
- Plaza with gateway arch, benches, trash receptacles and landscape
- Ramp (1:20 pitch, 5% slope) with handrails on one side and landings every 30'
- Retaining walls between 6' – 14' high
- Lawn or low maintenance ground cover to stabilize slope
- Spectator seating at base of slope
- Estimated cost: between \$2.5 and \$3 million



CITY OF NORTHVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
BYLAWS
ARTICLE I
BOARD OF DIRECTORS

Section 1. The business and property of the Authority shall be managed and directed by the Board of Directors, who shall serve terms as provided in the ordinance creating the Authority.

Section 2. The fiscal year of the Authority shall begin on July 1 of each year and end on the next succeeding June 30. The Board annually at its first regular meeting in January shall elect a Chairperson, Vice-Chairperson, Secretary and Treasurer. The Secretary and Treasurer do not need to be a member of the Board to serve in this office. The officers so elected shall be for a term of one (1) year or any part thereof as may be determined, and until a successor is designated. No term of office created under this section shall extend beyond the term of the member designated.

Section 3. The Board may employ and fix the compensation of an Executive Director, subject to the approval of the City Council. The Executive Director shall not be a member of the Board. The Executive Director shall serve at the pleasure of the Board for no definite term of office. The Board may use the City Attorney to advise the Board in the proper performance of its duties. The City Attorney may represent the Authority in actions brought by or against the Authority.

Section 4. Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary out-of-pocket expenses, as approved by the Board.

Section 5. The Board may exercise all powers provided by **Act 197, Public Acts of Michigan, 1975**, as amended, or otherwise by law, including those bestowed by the ordinance establishing the Authority.

Section 6. The Board shall have the power to engage and employ such manual, clerical, technical, financial and professional assistants, as in its judgment, may be necessary and incidental to carry out the purposes of the Authority.

Section 7. The Board shall cause an annual audit of its business to be made and the result thereof shall be submitted to the City Council.

Section 8. Pursuant to notice and an opportunity to be heard, a member of the Board may be removed for cause by the City Council. Cause shall include the reasons set forth in the City Charter.

Section 9. The Board may authorize the Executive Director or an agent or agents of the Authority to enter into any contracts necessary or incidental to the exercise of its powers and performance of its duties authorized under Act 197.

Section 10. A Board member who has a direct interest in any matter before the Authority shall disclose the member's interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure shall then refrain from participating in the Authority's decision-making process relative to such matter. All Board members are subject to the City's policy or policies in effect from time to time governing conflicts of interest.

Section 11. The seat of any member of the Board who has been appointed to the Board as a person having an interest in property in the district shall be deemed vacant when the person no longer has an interest in property in the district.

ARTICLE II

MEETINGS

Section 1. Meetings of the Board shall be held in accordance with the provisions of the Michigan Open Meetings Act, being Act 267 of the Public Acts of Michigan, 1976, as amended, and shall be held in the City of Northville, Michigan.

Section 2. Regular meetings of the Board shall be held at times and locations set by the Board.

Section 3. Special meetings shall be held whenever called by direction of the Chairperson, Executive Director, or any two (2) members of the Board on eighteen (18) hours' written notice of the time and place of meeting. A waiver of notice in writing signed by a member entitled to such notice, whether before or after the time of the meeting, shall be deemed the equivalent to the giving of such notice.

Section 4. A quorum of the Board shall be necessary for the transaction of business or the passage of any resolution.

Section 5. At meetings of the Board, business shall be transacted in such order as from time to time the Board may determine.

ARTICLE III

OFFICERS

Section 1. The Chairperson shall preside at meetings of the Board and shall do and perform such other duties as may be from time to time assigned by the Board. The Vice Chairperson shall perform the duties of the Chairperson in the Chairperson's absence and such other duties as shall from time to time be assigned by the Board.

Section 2. (a) The Executive Director shall be the chief administrative officer of the Authority. Subject to the approval of the Board, the Executive Director shall supervise and be responsible for the preparation of plans and the performance of the functions of the Authority in the manner authorized by law. The Executive Director shall attend the meetings of the Board, and shall render to the Board and to the Council a regular report covering the activities and financial condition of the Authority. If the Executive Director is absent or disabled, the Board

may designate a qualified person as acting Executive Director to perform the duties of the office. Before entering upon the duties of the office, the acting Executive Director shall take and subscribe to the oath, and furnish bond, as required by law of the director. The Acting Executive Director shall furnish the Board with information or reports governing the operation of the Authority as the Board may require from time to time.

(b) The Executive Director annually shall prepare and submit for the approval of the Board a budget for the operation of the Authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Funds of the City shall not be included in the budget of the Authority except those funds authorized by law and by the City Council.

Section 3. The Secretary shall maintain custody of the records, books, documents, or other papers of the Authority not required to be maintained by the Treasurer. The Secretary shall attend meetings of the Board and keep (or cause to be kept) a record of its proceedings, and shall perform such other duties delegated by the Board.

Section 4. The Treasurer shall keep the financial records of the Authority and, together with the Executive Director, approve all vouchers for the expenditure of funds of the Authority. All payments on behalf of the Authority shall be processed by the City of Northville in accordance with its financial policies. The Treasurer shall perform such other duties as may be delegated by the Board and shall furnish bond in an amount as prescribed by the Board.

Section 5. An officer may be removed by the Board whenever in its judgment the best interest of the Authority would be served.

ARTICLE IV

COMMITTEES

Section 1. The Board by resolution may designate and appoint one or more committees to advise the Board. The current standing committees are: Design, Business Mix, Marketing, Parking, and Organizational, with duties as prescribed in the sections below. The Chairperson of the Authority shall appoint the members and select the committee Chair. The committees may be terminated by a vote of the Authority. At the annual meeting, the committees will be evaluated and reappointed or dissolved. A majority of the members of a committee will constitute a quorum. A majority of the members present at the meeting at which a quorum is present shall be empowered to act on behalf of the committee.

Section 2. The Design Committee will coordinate design development for all Authority projects, including studying design alternatives, negotiating contracts with vendors, soliciting input from the City and other citizens and interested groups, and preparing design recommendations for the Authority.

Section 3. The Business Mix Committee will develop and recommend programs and strategies to recruit, retain and assist businesses operating within the district, with a view to achieving goals and objectives consistent with the City's 2006 Strategic Plan, as it may be amended and supplemented.

Section 4. The Parking Committee will periodically study vehicular traffic and circulation patterns within the district, monitor parking capacity in the lots within the district, develop and recommend strategies to manage existing parking, and study and recommend physical changes to parking lots and structures, including the development of new projects, if any.

Section 5. The Marketing Committee will create and maintain a brand identity for Downtown Northville that supports the district economy. Its responsibilities will include developing marketing and promotions plans, improvements to the Authority's website, and special events.

Section 6. The Organizational Committee has responsibility for recommending any changes in governance and organizational matters, including committees, bylaws, district boundaries, tax levies, policies and procedures.

Section 7. The Board may by resolution authorize the establishment of advisory boards to the Authority. The Chairperson shall select with the advice and consent of the Authority members the members of each advisory board. The advisory boards shall elect their own officers and establish rules governing their actions.

ARTICLE V

BYLAWS

Section 1. The Board shall have power to make, alter or amend the bylaws in whole or in part, to be effective upon approval of the City Council. Written copies of the proposed changes shall be delivered to the Board prior to submission for approval at the next preceding regular or special meeting of the Board.

Section 2. These bylaws and subsequent amendments shall become effective after adoption by the DDA Board and approval by the City Council of the City of Northville.

ARTICLE VI

INDEMNITY

Any member of the Board, officer, or employee shall be indemnified or reimbursed by the Authority for expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Authority, in the event of which such indemnification or reimbursement may extend only to expenses, including attorney's fees actually and reasonably incurred in connection with the defense or settlement of such action or suit and then only if such person acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Authority) to which he/she was or is a party or is threatened to be made a party by reason of his/her being or having been a member of the Board, officer or employee of the Authority or of any corporation, partnership, joint venture, trust or other enterprise which he/she served in any such capacity at the request of the Authority; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter

in any such action, suit, or proceeding as to which he/she shall finally be adjudged to have been guilty of or liable for gross negligence, willful misconduct or criminal acts in the performance of his/her duties to the Authority; and provided further that no person shall be so indemnified or reimbursed in relation to any such matter in any such action, suit, or proceeding which has been made the subject of a compromise settlement, except with the approval of a court of competent jurisdiction, or the Board of the Authority, acting by vote of members not parties to the same or substantially the same action, suit, or proceeding, constituting a majority of the Board. The foregoing right of indemnification or reimbursement shall not be deemed exclusive of other rights to which such person may be otherwise entitled, and shall continue as to a person who has ceased to be a member of the Board, officer, or employee and shall insure to the benefit of the heirs, executors and administrators of such a person.

If not already provided by the City, the Authority may, upon the affirmative vote of a majority of its Board, purchase insurance for the purpose of indemnifying its members, officers and other employees to the extent that such indemnification is allowed in the preceding paragraph. Such insurance may but need not be for the benefit of all members, officers, or employees. Expenses incurred in defending a civil or criminal action, suit, or proceeding described in the first paragraph of this Article VI may be paid by the Authority in advance of the final disposition of such action, suit, or proceeding as authorized by the Board of the Authority in the specific case upon receipt of an undertaking by or on behalf of the member of the Board, officer, or employee to repay such amount unless it shall ultimately be determined that he/she is entitled to be indemnified by the Authority as authorized in this Article VI.

Adopted _____, 2007

Secretary

Approved by the City Council of the City of
Northville on _____, 2007

City Clerk



Future Meetings / Important Dates:

October 2, 16, 2023 – City Council Meeting

October 3, 17, 2023 – Planning Commission Meeting

October 5, 2023 Marketing Committee Meeting

October 5, 12, 19, 26, 2023 – Farmers' Market

October 6, 2023 Launch Party for Skeletons are Alive!

October 12, 2023 – Witches Night Out

October 23, 2023 – Sustainability Meeting

October 24 or 31, 2023 – DDA Board Meeting - TBD

October 28, 2023 – Streets of Treats