



**Downtown Development Authority
Meeting of the DDA Board of Directors
November 26, 2024**

The November 26, 2024 meeting of the DDA Board of Directors was called to order at 8:35 am.

ROLL CALL

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

Absent: Amy Bonser, Aaron Cozart, Jim Long

Also Present: Lori Ward / DDA Director, Sandi Wiktorowski, Mike Domine / DPW Director, Alan Maciag / Police Chief, Barbara Moroski-Browne / Mayor Pro Tem, Kevin Herbert, Fred Sheil, Mary Keys, Dave Gutman, Ed Brazen, Cindy Brazen, Greg Presley, Michelle Aniol, Mary Keys, Deanna Gilbert

AUDIENCE COMMENT

Keys expressed concern for the proposed changes by Hunter Pasteur to the Northville Downs project, specifically the addition of a three-story office building and impact on parking. Snyder asked if River Street was within the DDA boundaries and if the DDA would be responsible for the road repair following the construction project. Both Lahanas and Ward indicated that River Street was not within the DDA boundaries.

APPROVAL OF AGENDA AND CONSENT AGENDA

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

PRESENTATION OF AUDIT

Wiktorowski advised the DDA Board that the City of Northville changed auditing firms this year from Plante Moran to Rehmann. In addition, the DDA is now reported as part of the City's audit and is no longer a separate document but is reported as a component unit of the city. Wiktorowski gave a briefing on the audit.

As of June 30, 2024 the total fund balance was \$464,674, of which 20% or \$218,646, was unassigned. A non-spendable fund balance of \$5,383 represents the amount of prepaid invoices at year end. Committed fund balance of \$117,908 is dedicated for future road improvements. Assigned fund balance is the amount of accumulated leave time for staff and budgeted use of fund balance in FY2025. The overall fund balance decreased \$2,971.

Captured taxes for the year total \$819,047 comprise of the following:

- City of Northville (\$491,437)
- Wayne County (\$248,439)
- Schoolcraft Community College (\$72,555)
- Huron Clinton Metropolitan Authority (\$6,616)

Total DDA revenues for the year were \$1,094,068.

Wiktorowski informed the Board that there is one final payment remaining on the streetscape debt. The final amount of \$167,557 is due on April 1, 2025. After the final payment, the funds could be used for pay as you go projects or used to service debt service on a new bond issue.

Cole asked if the foot notes in the audit pertaining to the DDA could be shared. Ward agreed to forward the foot notes to Cole.

MAIN STREET STREETSCAPE SOLUTIONS

Domine shared that the OHM engineering study is now complete and a presentation by OHM was made to the EDC on November 14th. Domine walked the DDA Board members through the different scenarios that were explored by OHM for downtown streetscape improvements. Domine referred the Board to the OHM memo in the Board packets which provided information on several options. Consistent with each scenario is the reconstruction of E. Main Street between Hutton and Griswold Streets. Preliminary estimates for the reconstruction of E. Main Street between Hutton and Griswold are \$1.2 million. This is based on very early design. Ward stated that more accurate and detailed estimates will be developed as decisions are made on how to move forward. Other options include:

- Rehabilitation of E. Main Street including brick replacement, asphalt overlay and curb and sidewalk repairs. This option is basically a repair of existing conditions and has a life span of roughly 7 years. The estimate for this option is \$550,000.
- Curbless street with asphalt roadway - some limited brick and cobblestone similar to the limits that are already there. Estimated life span is 15-25 years. Estimate of costs is \$1.9 million.
- Curbless street with decorative brick and cobblestone from Center to Hutton Street. Estimated life span is 15 - 25 years. Estimate of costs is \$2.5 million.

While the road rehabilitation option is much less expensive to undertake, the road reconstruction will last considerably longer, potentially saving money in the long run. All options will be designed and engineered to meet ADA requirements.

Ward stated that one of the most important issues remains how to fund the improvements. The DDA currently has a fund balance of \$220,000 or approximately 20% of the DDA's annual revenue. The DDA also has identified approximately \$118,000 that is required to be used for road repairs only. DDA staff met with DPW and City Engineers to review the scope of the project. Two grants have been identified by the project engineers as a good

fit for project funding. Ward provided information on the two grants The grants are MEDC RAP grant and the Transportation Alternative Program (TAP). Both grants offer funding up to \$1 million dollars with a 50/50 local match. The RAP grant application window opened several weeks ago and the deadline for submitting a RAP grant application is January 30, 2025. Ward provided information on the TAP grant which is run through the Department of Transportation and the state's six metropolitan planning organizations. TAP applications are accepted on a rolling basis.

The Board also discussed the possibility of issuing bonds to fund the project. Once the DDA has paid off the existing debt, the DDA will be able to issue new debt. The DDA currently has a figure of \$225,000 set aside to service future debt annually.

Lahanas provided additional information on the funding sources and recommended that the Curbless Street project would be a good match for the RAP grant funding. The Place Based Infrastructure program is one of three programs providing funding and focuses on traditional downtown, social-zones, outdoor dining, placed-based public spaces.

A discussion took place on whether the DDA should apply for a grant and what project would have the best chance at being funded.

Motion by Boyd and seconded by McKindles to approve an amount not to exceed \$2,500 for OHM to prepare a RAP grant for potential funding of a placemaking street project along E. Main Street. A roll call vote was taken. The motion passed unanimously.

COMMITTEE UPDATES

Design Committee – No update

Marketing Meeting – Riley shared that the Marketing Committee met on November 14th. Each of the members shared the holiday activities that are being planned.

Parking Committee – Chief Maciag shared the progress of the Parking Study project that is underway with Fishbeck consultants. The study should be completed and presented in mid-January. A new parking enforcement officer will be starting with the City in early December.

Organizational Committee – Boyd stated the Organizational Committee and DDA staff would be working on the upcoming 2nd quarter budget amendments and 2025-2026 DDA Budget.

Economic Development Committee – No update. The next meeting of the EDC is scheduled for December 12th.

DDA FUTURE MEETINGS / IMPORTANT DATES

Riley announced the next meeting of the DDA Board will be December 17, 2024 at 8:30am in City Council Chambers.

BOARD AND STAFF COMMUNICATIONS

Cole requested an update from Toll Brothers on the progress of their project.

ADJOURNMENT

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

Motion carried unanimously. **Meeting adjourned at** 9:30am.

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA