



**Meeting of the DDA Board of Directors
December 16, 2025 - 8:30 a.m.
City Hall Council Chambers**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. November 2025 Revenue and Expenditure Report (Attachment 4.a)
 - b. November 2025 Invoice Report (Attachment 4.b)
 - c. November 18, 2025 Meeting Minutes (Attachment 4.c)
 - d. EV Monthly Usage Report (Attachment 4.d)
 - e. Social Media Analytics (Attachment 4.e)
 - f. 2nd Quarter Budget Amendments 4.e)
 - g. Explanation for Budget Amendments (Attachment 4.g)
 - h. FY 2025 Annual Report (Attachment 4.h)
5. Executive Director Report Attachment 5
6. Consideration to Approve Loan Agreement Resolution Regarding 2026 Downtown Capital Improvement Projects
 - a. Memo of Consideration to Approve Loan Agreement Resolution Regarding 2026 Downtown Capital Improvement Projects (Attachment 6.a)
 - b. Capital Project Table (Attachment 6.b)
 - c. Amortization Schedule (Attachment 6.c)
 - d. Resolution Regarding 2026 Downtown Capital Project Improvement Project (Attachment 6.d)
7. Consideration to Support Moving Ordinance Language for First Floor Use in the CBD
 - a. Memo of Consideration to Support Moving Ordinance Language (Attachment 7.a)
 - b. Letter from Community Development Director (Attachment 7.b)
 - c. Draft Language Ordinance Amendment (Attachment 7.c)
8. Michigan Main Street Self-Assessment Review
9. Committee Updates
 - a. Design Committee – Robert Miller
 - b. Marketing Committee – Amy Bonser
 - c. Parking Committee – Chief Maciag
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – David Cole
10. Board and Staff Communications
11. Adjournment – Next Meeting January 20, 2026

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 11/30/2025
 % Fiscal Year Completed: 41.92

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 11/30/2025	Available Balance 11/30/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
PROPERTY TAXES						
248-000-404.000	CURRENT PROPERTY TAXES	923,670.00	920,934.00	839,890.52	81,043.48	91.20
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00
248-000-451.000	DDA OPERATING LEVY	78,121.00	77,755.00	73,516.05	4,238.95	94.55
	PROPERTY TAXES	1,000,791.00	997,689.00	913,406.57	84,282.43	91.55
LICENSES, FEES, & PERMITS						
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	15.00	45.00	(30.00)	300.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	14,100.00	14,100.00	0.00	14,100.00	0.00
	LICENSES, FEES, & PERMITS	14,280.00	14,115.00	45.00	14,070.00	0.32
STATE REVENUES						
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	60,000.00	63,402.00	33,401.54	30,000.46	52.68
	STATE REVENUES	60,000.00	63,402.00	33,401.54	30,000.46	52.68
SALES & SERVICES						
248-000-626.000	MISCELLANEOUS REVENUE	350.00	350.00	0.00	350.00	0.00
248-000-626.110	EV CHARGING STATION REVENUE	1,000.00	1,000.00	0.00	1,000.00	0.00
	SALES & SERVICES	1,350.00	1,350.00	0.00	1,350.00	0.00
INTEREST						
248-000-665.000	INTEREST - INVESTMENT POOL	7,500.00	7,500.00	3,510.18	3,989.82	46.80
248-000-665.030	INTEREST - MONEY MARKET ACCOUNT	0.00	20.00	17.50	2.50	87.50
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	3,000.00	3,000.00	2,456.07	543.93	81.87
248-000-665.200	LONG TERM INVESTMENT EARNINGS	7,500.00	7,500.00	4,411.31	3,088.69	58.82
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(133.76)	(366.24)	26.75
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(167.57)	(532.43)	23.94
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(33.76)	(96.24)	25.97
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	1,367.83	(1,367.83)	100.00
	INTEREST	16,670.00	16,690.00	11,427.80	5,262.20	68.47
RENTAL INCOME						
248-000-667.020	RENT - SHORT TERM	200.00	0.00	0.00	0.00	0.00
	RENTAL INCOME	200.00	0.00	0.00	0.00	0.00
GRANTS & OTHER LOCAL SOURCES						
248-000-674.830	DONATIONS & CONTRIBUTIOS	18,750.00	18,750.00	0.00	18,750.00	0.00
248-000-677.010	SPONSORSHIPS - CONCERTS	25,000.00	20,065.00	24,064.62	(3,999.62)	119.93
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	24,280.00	23,711.37	568.63	97.66
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	5,000.00	5,000.00	0.00	5,000.00	0.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	2,000.00	0.00	0.00	0.00	0.00
	GRANTS & OTHER LOCAL SOURCES	65,750.00	68,095.00	47,775.99	20,319.01	70.16
MISCELLANEOUS REVENUES						
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	0.00	6,000.00	0.00
	MISCELLANEOUS REVENUES	6,000.00	6,000.00	0.00	6,000.00	0.00
FUND BALANCE RESERVE						
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	0.00	196,264.00	0.00	196,264.00	0.00
	FUND BALANCE RESERVE	0.00	196,264.00	0.00	196,264.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 11/30/2025
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GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 11/30/2025	Available Balance 11/30/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
Total Dept 000		1,165,041.00	1,363,605.00	1,006,056.90	357,548.10	73.78
Revenues		1,165,041.00	1,363,605.00	1,006,056.90	357,548.10	73.78
Account Category: Expenditures						
Department: 261 ADMINISTRATION						
Unclassified						
248-261-706.000	WAGES - REGULAR FULL TIME	0.00	183,795.00	68,881.86	114,913.14	37.48
248-261-725.000	FRINGE BENEFITS	0.00	85,785.00	41,303.00	44,482.00	48.15
248-261-726.000	SUPPLIES	0.00	1,050.00	628.24	421.76	59.83
248-261-730.000	POSTAGE	0.00	50.00	0.00	50.00	0.00
248-261-801.000	CONTRACTUAL SERVICES	0.00	30,365.00	8,898.89	21,466.11	29.31
248-261-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	475.00	403.58	71.42	84.96
248-261-801.340	WEB SITE MAINTENANCE	0.00	1,280.00	144.40	1,135.60	11.28
248-261-802.010	LEGAL SERVICES - GENERAL	0.00	4,000.00	0.00	4,000.00	0.00
248-261-803.200	PLANNING & DESIGN STUDIES	0.00	163,200.00	27,013.75	136,186.25	16.55
248-261-853.000	TELEPHONE/COMMUNICATIONS	0.00	1,800.00	750.00	1,050.00	41.67
248-261-876.000	RETIREE HEALTHCARE COSTS	0.00	7,635.00	426.58	7,208.42	5.59
248-261-900.000	PRINTING & PUBLISHING	0.00	2,715.00	52.51	2,662.49	1.93
248-261-955.190	BUSINESS RETENTION PROGRAM	0.00	7,750.00	2,000.00	5,750.00	25.81
248-261-958.000	MEMBERSHIP & DUES	0.00	845.00	1,025.00	(180.00)	121.30
248-261-960.000	EDUCATION & TRAINING	0.00	1,350.00	550.00	800.00	40.74
248-261-962.000	LIABILITY & PROPERTY INSURANCE PREMI	0.00	5,350.00	0.00	5,350.00	0.00
248-261-965.000	OVERHEAD/INDIRECT COST ALLOCATION	0.00	150,960.00	75,480.00	75,480.00	50.00
248-261-965.010	OVERHEAD/INDIRECT COST SUBSIDY	0.00	(75,480.00)	(37,740.00)	(37,740.00)	50.00
Unclassified		0.00	572,925.00	189,817.81	383,107.19	33.13
Total Dept 261 - ADMINISTRATION		0.00	572,925.00	189,817.81	383,107.19	33.13
Department: 573 DPW SERVICES						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	26,070.00	0.00	0.00	0.00	0.00
248-573-707.000	WAGES - REGULAR OVERTIME	500.00	0.00	0.00	0.00	0.00
248-573-725.000	FRINGE BENEFITS	17,495.00	0.00	0.00	0.00	0.00
248-573-801.020	AUTOMOTIVE SERVICE	500.00	0.00	0.00	0.00	0.00
248-573-943.000	EQUIPMENT RENTAL - CITY	7,475.00	0.00	0.00	0.00	0.00
Unclassified		52,040.00	0.00	0.00	0.00	0.00
Total Dept 573 - DPW SERVICES		52,040.00	0.00	0.00	0.00	0.00
Department: 574 CIVIC DECORATIONS/EVENTS						
Unclassified						
248-574-775.210	SOCIAL DISTRICT EXPENDITURES	0.00	2,500.00	700.00	1,800.00	28.00
248-574-955.160	DOWNTOWN PROGRAMMING & PROMOTION	0.00	2,800.00	455.00	2,345.00	16.25
248-574-955.310	CONCERTS	0.00	41,600.00	30,100.00	11,500.00	72.36
248-574-955.320	SKELETONS EVENT	0.00	27,610.00	0.00	27,610.00	0.00
248-574-955.330	HOLIDAY TO REMEMBER EVENT	0.00	5,000.00	27,610.03	(22,610.03)	552.20
248-574-962.010	INSURANCE - OTHER	0.00	2,500.00	2,432.00	68.00	97.28
Unclassified		0.00	82,010.00	61,297.03	20,712.97	74.74

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 574 CIVIC DECORATIONS/EVENTS						
Total Dept 574 - CIVIC DECORATIONS/EVENTS		0.00	82,010.00	61,297.03	20,712.97	74.74
Department: 581 DOWNTOWN MAINTENANCE						
Unclassified						
248-581-706.000	WAGES - REGULAR FULL TIME	0.00	26,070.00	19,264.89	6,805.11	73.90
248-581-707.000	WAGES - REGULAR OVERTIME	0.00	500.00	6,110.30	(5,610.30)	1,222.06
248-581-709.000	WAGES - PART TIME	0.00	43,120.00	2,262.60	40,857.40	5.25
248-581-725.000	FRINGE BENEFITS	0.00	21,800.00	19,011.84	2,788.16	87.21
248-581-726.000	SUPPLIES	0.00	250.00	0.00	250.00	0.00
248-581-775.200	DOWNTOWN MATERIALS	0.00	32,000.00	10,077.12	21,922.88	31.49
248-581-775.900	FUEL & OIL	0.00	1,000.00	406.31	593.69	40.63
248-581-801.000	CONTRACTUAL SERVICES	0.00	84,670.00	28,105.66	56,564.34	33.19
248-581-801.020	AUTOMOTIVE SERVICE	0.00	500.00	0.00	500.00	0.00
248-581-801.160	RESTROOM PROGRAM	0.00	30,500.00	12,075.79	18,424.21	39.59
248-581-920.010	ELECTRIC POWER	0.00	32,570.00	9,447.52	23,122.48	29.01
248-581-920.020	NATURAL GAS	0.00	19,360.00	605.28	18,754.72	3.13
248-581-920.030	WATER & SEWER SERVICE	0.00	10,740.00	4,062.98	6,677.02	37.83
248-581-938.120	LANDSCAPE MAINTENANCE	0.00	46,560.00	11,691.89	34,868.11	25.11
248-581-938.160	BRICK REPAIR & MAINTENANCE	0.00	2,000.00	0.00	2,000.00	0.00
248-581-943.000	EQUIPMENT RENTAL - CITY	0.00	7,475.00	12,117.44	(4,642.44)	162.11
248-581-962.000	LIABILITY & PROPERTY INSURANCE PREMI	0.00	925.00	4,009.50	(3,084.50)	433.46
248-581-962.500	VEHICLE INSURANCE	0.00	0.00	691.50	(691.50)	100.00
248-581-962.700	WORKERS COMP INSURANCE	0.00	70.00	69.27	0.73	98.96
Unclassified		0.00	360,110.00	140,009.89	220,100.11	38.88
Total Dept 581 - DOWNTOWN MAINTENANCE		0.00	360,110.00	140,009.89	220,100.11	38.88
Department: 741 DESIGN COMMITTEE						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	38,520.00	0.00	0.00	0.00	0.00
248-741-709.000	WAGES - PART TIME	43,120.00	0.00	0.00	0.00	0.00
248-741-725.000	FRINGE BENEFITS	21,735.00	0.00	0.00	0.00	0.00
248-741-726.000	SUPPLIES	350.00	0.00	0.00	0.00	0.00
248-741-775.200	DOWNTOWN MATERIALS	32,000.00	0.00	0.00	0.00	0.00
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	2,500.00	0.00	0.00	0.00	0.00
248-741-775.900	FUEL & OIL	1,000.00	0.00	0.00	0.00	0.00
248-741-801.000	CONTRACTUAL SERVICES	18,670.00	0.00	0.00	0.00	0.00
248-741-801.160	RESTROOM PROGRAM	3,500.00	0.00	0.00	0.00	0.00
248-741-920.010	ELECTRIC POWER	32,570.00	0.00	0.00	0.00	0.00
248-741-920.020	NATURAL GAS	19,360.00	0.00	0.00	0.00	0.00
248-741-920.030	WATER & SEWER SERVICE	10,740.00	0.00	0.00	0.00	0.00
248-741-938.120	LANDSCAPE MAINTENANCE	38,560.00	0.00	0.00	0.00	0.00
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	0.00
248-741-962.500	VEHICLE INSURANCE	1,000.00	0.00	0.00	0.00	0.00
248-741-976.010	SITE AMENITIES	29,000.00	0.00	0.00	0.00	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	50,000.00	0.00	0.00	0.00	0.00
Unclassified		344,625.00	0.00	0.00	0.00	0.00
Total Dept 741 - DESIGN COMMITTEE		344,625.00	0.00	0.00	0.00	0.00

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GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 11/30/2025	Available Balance 11/30/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	49,355.00	0.00	0.00	0.00	0.00
248-742-725.000	FRINGE BENEFITS	23,645.00	0.00	0.00	0.00	0.00
248-742-726.000	SUPPLIES	50.00	0.00	0.00	0.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	30,365.00	0.00	0.00	0.00	0.00
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	0.00	0.00	0.00	0.00
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	0.00	0.00	0.00	0.00
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	0.00	0.00	0.00	0.00
248-742-955.310	CONCERTS	41,600.00	0.00	0.00	0.00	0.00
248-742-955.320	SKELETONS EVENT	13,000.00	0.00	0.00	0.00	0.00
248-742-955.330	HOLIDAY TO REMEMBER EVENT	5,000.00	0.00	0.00	0.00	0.00
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	0.00	0.00	0.00	0.00
Unclassified		171,845.00	0.00	0.00	0.00	0.00
Total Dept 742 - MARKETING COMMITTEE		171,845.00	0.00	0.00	0.00	0.00
Department: 743 PARKING COMMITTEE						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	22,275.00	0.00	0.00	0.00	0.00
248-743-725.000	FRINGE BENEFITS	10,805.00	0.00	0.00	0.00	0.00
248-743-726.000	SUPPLIES	50.00	0.00	0.00	0.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	1,500.00	0.00	0.00	0.00	0.00
248-743-995.230	O/T TO PARKING FUND	107,560.00	0.00	0.00	0.00	0.00
Unclassified		142,190.00	0.00	0.00	0.00	0.00
Total Dept 743 - PARKING COMMITTEE		142,190.00	0.00	0.00	0.00	0.00
Department: 744 ORGANIZATIONAL COMMITTEE						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	33,410.00	0.00	0.00	0.00	0.00
248-744-725.000	FRINGE BENEFITS	16,205.00	0.00	0.00	0.00	0.00
248-744-726.000	SUPPLIES	750.00	0.00	0.00	0.00	0.00
248-744-730.000	POSTAGE	50.00	0.00	0.00	0.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	475.00	0.00	0.00	0.00	0.00
248-744-802.010	LEGAL SERVICES - GENERAL	4,000.00	0.00	0.00	0.00	0.00
248-744-853.000	TELEPHONE/COMMUNICATIONS	1,800.00	0.00	0.00	0.00	0.00
248-744-876.000	RETIREE HEALTHCARE COSTS	7,635.00	0.00	0.00	0.00	0.00
248-744-900.000	PRINTING & PUBLISHING	1,215.00	0.00	0.00	0.00	0.00
248-744-958.000	MEMBERSHIP & DUES	845.00	0.00	0.00	0.00	0.00
248-744-960.000	EDUCATION & TRAINING	1,350.00	0.00	0.00	0.00	0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	5,070.00	0.00	0.00	0.00	0.00
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	0.00	0.00	0.00	0.00
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	150,960.00	0.00	0.00	0.00	0.00
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(75,480.00)	0.00	0.00	0.00	0.00
Unclassified		150,785.00	0.00	0.00	0.00	0.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		150,785.00	0.00	0.00	0.00	0.00
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	38,220.00	0.00	0.00	0.00	0.00
248-745-725.000	FRINGE BENEFITS	16,905.00	0.00	0.00	0.00	0.00
248-745-726.000	SUPPLIES	100.00	0.00	0.00	0.00	0.00
	Unclassified	55,225.00	0.00	0.00	0.00	0.00
	Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	55,225.00	0.00	0.00	0.00	0.00
Department: 904 IMPROVEMENT PROJECTS & CAPITAL PURCHASES						
Unclassified						
248-904-976.010	SITE AMENITIES	0.00	191,000.00	29.84	190,970.16	0.02
	Unclassified	0.00	191,000.00	29.84	190,970.16	0.02
	Total Dept 904 - IMPROVEMENT PROJECTS & CAPITAL PURCHASES	0.00	191,000.00	29.84	190,970.16	0.02
Department: 906 DEBT SERVICE						
Unclassified						
248-906-995.303	O/T TO DEBT SERVICE FUND	225,000.00	0.00	0.00	0.00	0.00
	Unclassified	225,000.00	0.00	0.00	0.00	0.00
	Total Dept 906 - DEBT SERVICE	225,000.00	0.00	0.00	0.00	0.00
Department: 965 TRANSFERS OUT TO OTHER FUNDS						
Unclassified						
248-965-995.230	O/T TO PARKING FUND	0.00	107,560.00	52,997.50	54,562.50	49.27
248-965-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	50,000.00	50,000.00	0.00	100.00
	Unclassified	0.00	157,560.00	102,997.50	54,562.50	65.37
	Total Dept 965 - TRANSFERS OUT TO OTHER FUNDS	0.00	157,560.00	102,997.50	54,562.50	65.37
Department: 999 RESERVE ACCOUNTS						
Unclassified						
248-999-999.000	UNALLOCATED RESERVE	23,331.00	0.00	0.00	0.00	0.00
	Unclassified	23,331.00	0.00	0.00	0.00	0.00
	Total Dept 999 - RESERVE ACCOUNTS	23,331.00	0.00	0.00	0.00	0.00
	Expenditures	1,165,041.00	1,363,605.00	494,152.07	869,452.93	36.24
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	1,165,041.00	1,363,605.00	1,006,056.90	357,548.10	73.78
	TOTAL EXPENDITURES	1,165,041.00	1,363,605.00	494,152.07	869,452.93	36.24
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	511,904.83	(511,904.83)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 11/01/2025 - 11/30/2025

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.	ELEVATOR MAINTENANCE 11/1/25 - 11/30/	489.36	126433
Total Department 524 MILL RACE VILLAGE MAINTENANCE				489.36	
Total Fund 101 GENERAL FUND				489.36	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 741 DESIGN COMMITTEE					
248-741-775.200	DOWNTOWN MATERIALS	PLYMOUTH RUBBER & TRANSMIS	XMAS ZIP TIES	135.28	126419
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	CITY & DDA CAMERA SOFTWARE	78.16	126351
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	PD & DDA CAMERA SYSTEM RADIO UPGRADE	550.14	126452
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	DDA / CLERK SALIENT CLIENT INSTALL	388.12	None
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION INC	PORTA PROGRAM MONTHLY	198.00	126331
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC CHARGES 10/15/25 - 11/12/25	233.72	126426
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 10/15/25 - 11/12/25	236.09	126426
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC CHARGES 10/15/25 - 11/12/25	45.47	126426
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELECTRIC CHARGES 10/15/25 - 11/12/25	105.21	126426
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 10/15/25 - 11/12/25	97.57	126426
248-741-920.010	5691568 - 112 N WING - Y	DTE ENERGY	ELECTRIC CHARGES 10/24/25 - 11/21/25	189.15	None
248-741-920.010	8046563 - 126 N WING - AA	DTE ENERGY	ELECTRIC CHARGES 10/24/25 - 11/21/25	20.06	None
Total Department 741 DESIGN COMMITTEE				2,276.97	
Department: 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	SAINT CREATIVE, LLC	GRAPHIC DESIGN SERVICES	995.00	126371
Total Department 742 MARKETING COMMITTEE				995.00	
Department: 744 ORGANIZATIONAL COMMITTEE					
248-744-962.700	WORKERS COMP INSURANCE	ACCIDENT FUND	FY25 AUDIT	69.27	126189
Total Department 744 ORGANIZATIONAL COMMITTEE				69.27	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				3,341.24	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 11/01/2025 - 11/30/2025

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	489.36	
		248	DOWNTOWN DEVELOPMENT AUTHORITY	3,341.24	
		Total For All Funds:		<u>3,830.60</u>	



**Downtown Development Authority Meeting of the
DDA Board of Directors**

November 18, 2025

The November 10, 2025 meeting of the DDA Board of Directors was called to order at 8:30am in City Hall Council Chambers.

ROLL CALL

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

Absent: Mike Jaafar, Jim Long

Also Present: George Lahanas / City Manager, Kate Knight / DDA Director, Stacy Pearson / DDA Assistant Director, Al Maciag / NCFD Police Chief

AUDIENCE COMMENT None

APPROVAL OF AGENDA AND CONSENT AGENDA

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

EXECUTIVE DIRECTOR REPORT

Knight reported that the DDA staff attended the Michigan Downtown Association's Annual conference in Rochester on November 4 and 5, noting the great professional development and peer networking. The highlight session of the event: Data Driven Downtown Management, featuring SEMCOG Planning Director Kevin Vettraino presenting our Skeletons Are Alive impact report as an example of effective data application for cultural programming as economic development. The same session included Michigan Main Street representatives who had visited Northville a few weeks earlier, detailing some of the technical assistance we can anticipate implementing with our pending Downtown Northville application.

Knight reminded the board that they would be taking part in the Michigan Main Street survey that will inform a strategic plan for 2026 and beyond while also being applicable for budget planning and master plan alignment for 2027.

Knight shared details from events to include Hometown Holiday, and Skeletons merchandize proceeds being put into the holiday window painting program.

Knight continued updates on Town Square, relaying that contractors resumed work on November 3 for more masonry and electrical maintenance, repair and upgrade. Weather permitting, raised bed caps and GFI replacements will be complete by November 14. The DDA is also adding some new lighting to dark trees on mid-block Main Street, for contiguous sparkle.

Knight reported that the DDA had submitted the SEMCOG TAP grant application on November 7,

for almost \$800,000, to support our planned improvements at the Cady Street Connection. We will hear back from the granting authority in early December. This project is for implementation in late 2027.

CONSIDERATION OF THRONE SERVICE AGREEMENT EXTENSION

Kate presents consideration to extend the 90-day Throne pilot program.

Motion by **Boyd** seconded by **Miller** to authorize the DDA Director to engage for an extension of the Throne program not to exceed \$80,000. Carried unanimously

CONSIDERATION TO APPROVE PROFESSIONAL ENGINEERING SERVICES OHM MAIN STREET PAVEMENT RECONSTRUCTION AT TOWN SQUARE

Knight updating project and funding, putting out to bid with spring implementation of work – working with OHM and GMA on the fountain, bandshell, furnishings, lighting, including that the next cycle is Cady Connection. Knight clarified that the road work would be conducted by OHM, and that the design and materials work would be conducted by GMA.

Motion by **Boyd**, Second **McKindles** to authorize DDA Director to execute agreement with OHM for Professional Engineering Services for Main Street Reconstruction at Town Square for a not-to-exceed fee of \$19,200, including contract documents. Carried unanimously.

ORIENTATION MICHIGAN MAIN STREET PROGRAM

Knight intro, Riley followed up requesting to complete in one week. Board, continue forward with program and all will complete their initial program requirements within one week.

COMMITTEE UPDATES

Design Committee – Miller – None

Marketing Committee – Bonser – update on upcoming Hometown Holiday festival.

Parking Committee – Maciag - None actively being installed or already installed.

Organizational Committee – Boyd – Finalizing loan agreement for city for internal funding IGA – George and Sandy uncovered an older version of a doc from 2008 using as start point template.

Economic Development Committee – Cole – Main Street being taken to EDC to complete by deadline.

NEW BUSINESS None

BOARD AND STAFF COMMUNICATIONS None

ADJOURNMENT

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

Motion carried unanimously. **Meeting adjourned** at 9:48am

Respectfully submitted,
Stacy Pearson, Assistant DDA Director Northville DDA



NORTHVILLE DDA EV USAGE REPORT

Nov-25

Charger Location	Energy (KWH) AUG	Energy (KWH) SEP	Energy (KWH) OCT	Energy (KWH) NOV
123 E Cady St	1633.4508	1950.329	1891.709	1843.7281
123 W Cady St	992.439	849.154	1743.4490	1621.5068
114 W Main St	1682.2715	1909.95	2124.309	2242.652
Totals:	4308.1613	4709.433	4016.018	5707.8869

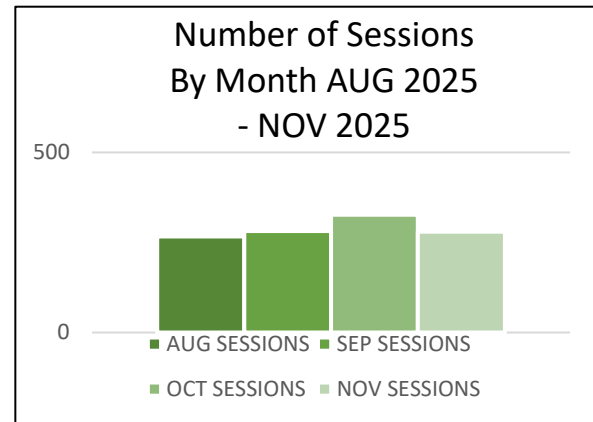
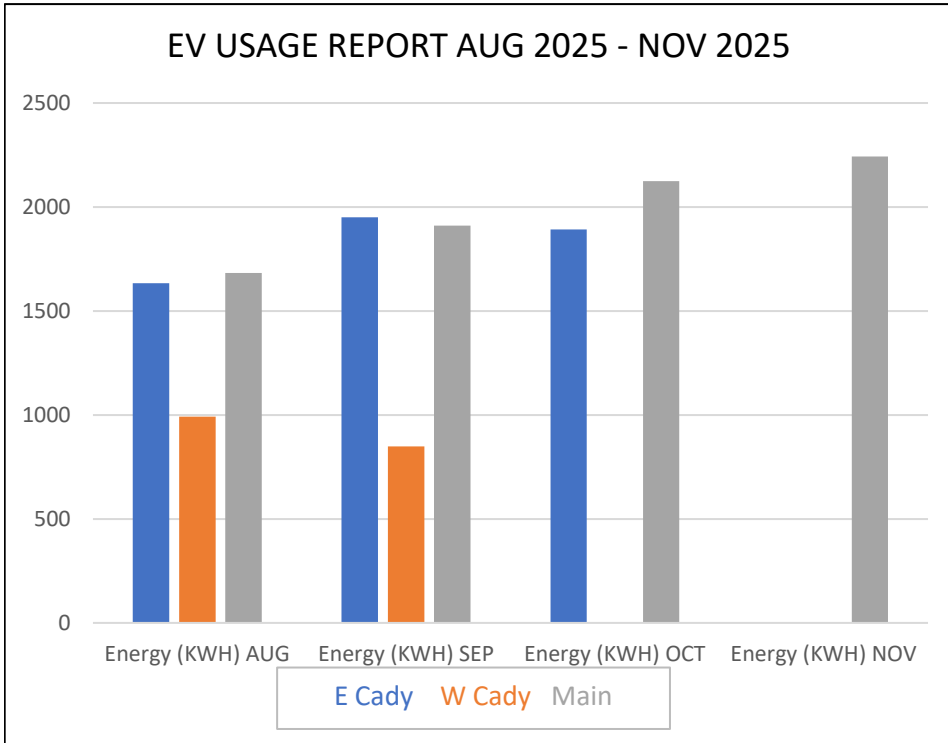
Session Totals	AUG SESSIONS	SEP SESSIONS	OCT SESSIONS	NOV SESSIONS
	267	282	327	280

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	226.34	106	819.35	1184.78
123 W Cady St	171.40	81	720.6	1041.98
114 W Main St	190.21	93	996.63	1441.13
Totals:	416.55	280	2536.58	3667.89

Annual Users	Aug-25	Sep-25	Oct-25	Nov-25
Sessions to Date	3216	3498	3825	4105
DDA Funds Earned	\$129.16	\$167.17	\$179.02	\$171.14



Northville, Michigan EV Report



November 2025 DATA

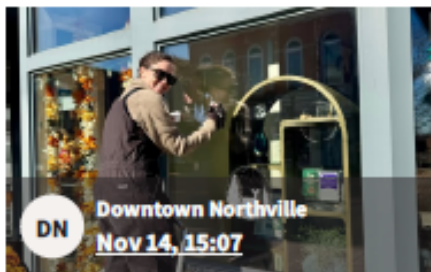
Petroleum Dsplcmt GAL 2536
 Green House Gas KG 3668

DDA Facebook Analytics

November 1 - November 30 compared to October 1- October 31

<p>Average post engagem...</p> <p>6.04% engagement rate</p> <p>📉 7.3% from 6.51%</p>	<p>Followers</p> <p>19,905 followers</p> <p>📈 1.1% from 19,697</p>	<p>New followers</p> <p>260 new followers</p> <p>📉 11% from 292</p>	<p>Post comments & replies</p> <p>150 comments</p> <p>📈 131% from 65</p>
<p>Post impressions</p> <p>237,287 impressions</p> <p>📈 10.4% from 215,021</p>	<p>Page & profile reach</p> <p>330,336 people</p> <p>📈 5.5% from 313,140</p>	<p>Post link clicks</p> <p>399 clicks</p> <p>📉 62.1% from 1,053</p>	<p>Post reactions & likes</p> <p>2,859 reactions</p> <p>📈 84.8% from 1,547</p>
<p>Post shares</p> <p>195 shares</p>	<p>Page video views</p> <p>37,215 views</p>		

Top posts > Likes and reactions

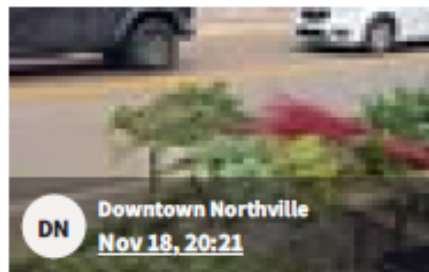


DN

Downtown Northville
Nov 14, 15:07

The holiday season has officially arrived in Downtown Northville. 🎄🍂 Thank you to Brush Monkeys for transforming our

498 likes and reactions

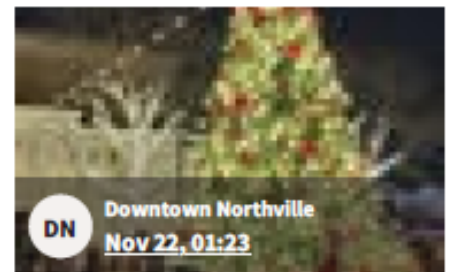


DN

Downtown Northville
Nov 18, 20:21

It's beginning to look a lot like... A Hometown Holiday Festival and Greens Market! 🎵🎄🌟 Downtown Northville is

373 likes and reactions



DN

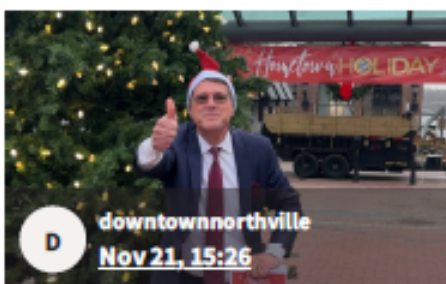
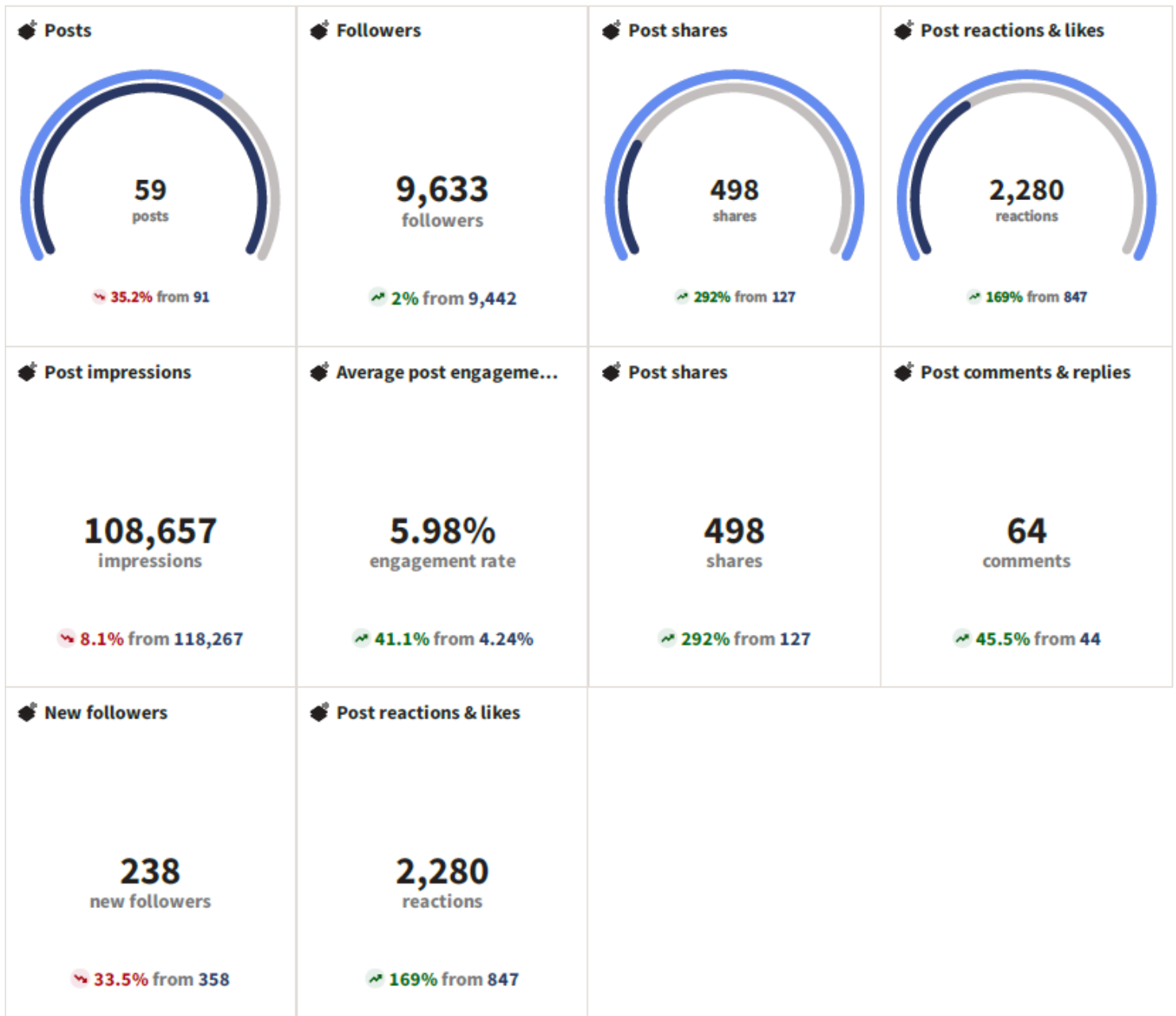
Downtown Northville
Nov 22, 01:23

What a night! 🎄🌟 The Lighted Parade, Tree Lighting, and Greens Market kicked off the Hometown Holiday Festival in the most

287 likes and reactions

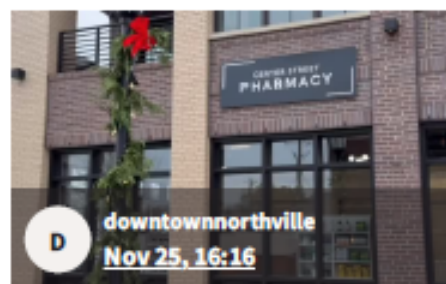
DDA Instagram Analytics

November 1 - November 30 compared to October 1- October 31



A new Northville tradition begins! 🌟 Mayor Turnbull invites you to the Hometown Holiday Festival, a weekend full of festive fun

10,514 views



🌟 Now open in Downtown Northville! 🌟 Center Street Pharmacy is officially open at 156 N. Center Street! 🌟 Stop in for

9,389 views



The holiday season has officially arrived in Downtown Northville. 🌨️🍷 Thank you to @brushmonkeys for transforming our

9,143 views

**CITY OF NORTHVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
BUDGET AMENDMENT REPORT**

	FY 2025-26	AMENDMENTS:				FY 2025-26	Actual	%	AMENDMENT
	ORIGINAL BUDGET	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	AMENDED BUDGET	YTD thru 11/30/2025	OF BUDGET	EXPLANATION (see attached)
Benchmark = 42%									
REVENUES									
Property Taxes	1,000,791	(3,102)	2,556	-	-	1,000,245	913,407	91%	2
Financing Proceeds	-	-	1,000,000	-	-	1,000,000	-	0%	17
Licenses, Fees, Permits	14,280	-	(165)	-	-	14,115	45	0%	2
Sponsorships & Donations	65,750	-	(10,620)	-	-	55,130	49,846	90%	2
State Revenues	60,000	3,102	300	-	-	63,402	33,402	53%	2
Sales & Services	1,350	-	(350)	-	-	1,000	-	0%	
Interest & Misc	16,670	-	20	-	-	16,690	13,997	84%	2
Rent	200	-	(200)	-	-	-	-	0%	2
Insurance Proceeds	6,000	-	-	-	-	6,000	-	0%	
Approp of Prior Year's Surplus	-	112,394	190,229	-	-	302,623	-		1-11, 14-16
REVENUE TOTAL	1,165,041	112,394	1,181,770	-	-	2,459,205	1,010,696	41%	
EXPENDITURES									
Administration	-	-	578,525	-	-	578,525	200,491	35%	1, 12, 13
Civic Events/Decorations	-	-	82,010	-	-	82,010	69,816	85%	1, 12, 14
Downtown Maintenance	-	-	360,110	-	-	360,110	163,890	46%	1, 12, 15-16
Capital Purchases & Improvements	-	-	731,000	-	-	731,000	30	0%	12, 19
Contributions to Other Funds	-	-	707,560	-	-	707,560	102,998	15%	12, 18
DPW Services	52,040	47,155	(99,195)	-	-	-	-		6, 12
Design Committee	344,625	302,715	(647,340)	-	-	-	-		1-7, 12
Marketing Committee	171,845	6,250	(178,095)	-	-	-	-		5, 11-12
Parking Committee	142,190	930	(143,120)	-	-	-	-		5, 12
Organizational Committee	150,785	1,680	(152,465)	-	-	-	-		4-5, 12
Economic Development Committee	55,225	1,995	(57,220)	-	-	-	-		5, 12
Debt Service	225,000	(225,000)	-	-	-	-	-		8, 10, 12
Unallocated Reserve	23,331	(23,331)	-	-	-	-	-		1-10, 12
EXPENDITURES TOTAL	1,165,041	112,394	1,181,770	-	-	2,459,205	537,225	22%	

Projected Fund Balance

**CITY OF NORTHVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
BUDGET AMENDMENT REPORT**

Benchmark = 42%

FY 2025-26 ORIGINAL BUDGET	1ST QUARTER	AMENDMENTS:				FY 2025-26 AMENDED BUDGET	Actual YTD thru 11/30/2025	% OF BUDGET	AMENDMENT EXPLANATION (see attached)
		2ND QUARTER	3RD QUARTER	4TH QUARTER					
							0		
							21,587		
							165,564		
							<u>187,151</u>		

City of Northville
Downtown Development Authority
FY 2026 Budget Report
Budget Amendment Explanations

Number	Explanation
1	Miscellaneous adjustments and reclassifications.
2	Review of quarterly revenue activity.
3	Updated tax revenues
4	Adjusted MMRMA premiums.
5	Increased wages and fringe benefits for assistant director.
6	Reallocation of maintenance wages and fringes from design committee to DPW portion of DDA budget.
7	Maintenance in downtown area such as power washing, tuckpointing, painting (\$64,000).
8	Contracted services (\$103,000) partially utilizing funds budgeted for debt service. <ul style="list-style-type: none"> • Town Square design (\$11,500) • Concept design & planning (\$11,000) • Town Square band shell design (\$12,500) • Arborist (\$17,000) • Cady corridor and streetscape design (\$27,000) • Town Square fountain design (\$19,000)
9	Throne pilot program (\$20,000).
10	Purchase of site amenities including trash receptacles, umbrellas, lighting, drinking fountain, and tables and chairs (\$191,000) planned for Spring 2026.
11	Business training (\$5,000).
12	Reclassification of expenditures from a committee format to a more traditional budgeting format.
13	Planning and design services (\$65,200). <ul style="list-style-type: none"> • Topo survey (\$5,000) • Engineering & design of Main Street reconstruction (\$50,200) • Grant assistance (\$10,000)
14	Higher than expected skeletons event costs (\$14,610).
15	Extension of the Throne restroom services beyond the pilot program (\$7,000).
16	Higher than anticipated plant materials costs (\$8,000).
17	Loan requested from City to finance the planned 2026 downtown improvements (\$1,000,000).
18	Mill and fill Main Street from Center to Hutton (\$550,000) planned for Spring 2026.
19	Capital improvement projects planned for Spring 2026: <ul style="list-style-type: none"> • Refurbishment of band shell (\$90,000) • Reconstruction of fountain (\$100,000) • Construction of table top at clock tower (\$350,000)



TO: Downtown Development Authority Board
 FM: Sandi Wiktorowski, Finance Director/Treasurer
 SJ: DDA Financial Results – Fiscal Year Ended June 30, 2025
 DT: November 21, 2025

Attached are the pages from the City's financial report as it pertains to the DDA, which is a component unit of the City. Also attached is the annual report submitted to the State of Michigan, as required. As of June 30, 2025, total fund balance was \$489,774. Of that amount, \$323,624 is unassigned. Fund balance increased \$25,100 from the prior year.

Nonspendable fund balance of \$3,285 represents the amount of prepaid invoices at year end. Committed fund balance of \$141,278 is dedicated for future road improvements. Assigned fund balance of \$21,587 is the amount of accumulated leave time for staff.

Captured taxes for the year total \$872,921 comprised of the following: City of Northville \$522,098, Wayne County \$265,848, Schoolcraft Community College \$77,900, and Huron Clinton Metropark Authority \$7,075.

In April 2025, the final payment was made on the bonds for streetscape improvements that were issued in 2010.

	Original Budget	Amended Budget	FY25 Actual
Revenue:			
Property Taxes	960,691	945,548	946,569
Fee & Permit Revenue	16,680	13,090	13,027
Sponsorships	54,800	50,885	52,517
State Reimbursement - Personal Property	30,000	76,578	45,453
Miscellaneous Revenue	1,050	1,110	1,572
Insurance Proceeds	6,000	11,605	11,606
Net Interest Income	21,120	38,745	47,237
Total Revenue	1,090,341	1,137,561	1,117,981
Expenditures:			
DPW Services	31,470	45,020	45,922
Design Committee	482,345	398,675	357,560
Marketing Committee	170,500	182,035	170,128
Parking Committee	125,035	143,830	142,541
Organizational Committee	110,875	142,149	137,782
Economic Development Authority	49,625	72,065	71,553
Debt Service	167,421	167,421	167,394
	1,137,271	1,151,195	1,092,881
Increase to/(Use of) Fund Balance	(46,930)	(13,634)	25,100

CITY OF NORTHVILLE, MICHIGAN

Balance Sheet/Statement of Net Position

Downtown Development Authority

June 30, 2025

	General Fund	Adjustments	Statement of Net Position
Assets			
Cash and cash equivalents	\$ 547,300	\$ -	\$ 547,300
Accounts receivable	1,294	-	1,294
Prepaid items	3,285	-	3,285
Total assets	<u>\$ 551,879</u>	<u>-</u>	<u>551,879</u>
Liabilities			
Accounts payable	\$ 40,209	-	40,209
Accrued and other liabilities	17,831	-	17,831
Unearned revenue	4,065	-	4,065
Compensated absences:			
Due within one year	-	2,238	2,238
Due in greater than one year	-	19,349	19,349
Total liabilities	<u>62,105</u>	<u>21,587</u>	<u>83,692</u>
Fund balance			
Nonspendable	3,285	(3,285)	-
Committed	141,278	(141,278)	-
Assigned	21,587	(21,587)	-
Unassigned	323,624	(323,624)	-
Total fund balances	<u>489,774</u>	<u>(489,774)</u>	<u>-</u>
Total liabilities and fund balances	<u>\$ 551,879</u>		
Net position			
Unrestricted		<u>\$ 468,187</u>	<u>\$ 468,187</u>

CITY OF NORTHVILLE, MICHIGAN

Statement of Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities

Downtown Development Authority

For the Year Ended June 30, 2025

	General Fund	Adjustments	Statement of Activities
Revenues			
Property taxes	\$ 946,568	\$ -	\$ 946,568
Unrestricted investment income	47,239	-	47,239
Miscellaneous	124,175	-	124,175
Total revenues	1,117,982	-	1,117,982
Expenditures/expenses			
Community development	1,092,882	(66,816)	1,026,066
Change in fund balance / net position	25,100	66,816	91,916
Fund balance / net position, beginning of year, as previously reported	464,674	(75,807)	388,867
Restatement - GASB 101 implementation	-	(12,596)	(12,596)
Fund balance / net position, beginning of year, as restated	464,674	(88,403)	376,271
Fund balance / net position, end of year	\$ 489,774	\$ (21,587)	\$ 468,187

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	City of Northville	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2024. MCL 125.4911(2)	Downtown Development Authority		2025
Year AUTHORITY (not TIF plan) was created:	1978		
Year TIF plan was created or last amended to extend its duration:	2015		
Current TIF plan scheduled expiration date:	2040		
Did TIF plan expire in FY24?	No		
Year of first tax increment revenue capture:			
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?			
If yes, authorization for capturing school tax:			
Year school tax capture is scheduled to expire:			

Revenue:	Tax Increment Revenue	\$ 872,920
	Property taxes - from DDA millage only	\$ 73,627
	Interest	\$ 47,239
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$ 45,453
	Other income (grants, fees, donations, etc.)	\$ 78,743
	Total	\$ 1,117,982

Tax Increment Revenues Received	Revenue Captured	Millage Rate Captured
From counties	\$ 265,848	7.7465
From cities	\$ 522,097	15.2138
From townships	\$ -	
From villages	\$ -	
From libraries (if levied separately)	\$ -	
From community colleges	\$ 77,900	2.2700
From regional authorities (type name in next cell)	Huron Clinton Metro Authority \$ 7,075	0.2062
From regional authorities (type name in next cell)	\$ -	
From regional authorities (type name in next cell)	\$ -	
From local school districts-operating	\$ -	
From local school districts-debt	\$ -	
From intermediate school districts	\$ -	
From State Education Tax (SET)	\$ -	
From state share of IFT and other specific taxes (school taxes)	\$ -	
Total	\$ 872,920	

Expenditures	DPW Services	\$ 45,922
	Design Committee	\$ 307,561
	Marketing Committee	\$ 170,128
	Parking Committee	\$ 38,111
	Organizational Committee	\$ 137,782
	Economic Development Committee	\$ 71,553
	Debt Service-Pass Through Commitment	\$ 167,394
		\$ -
		\$ -
		\$ -
		\$ -
Transfers to other municipal fund (list fund name)	Public Improvement Fund	\$ 50,000
Transfers to other municipal fund (list fund name)	Parking Fund	\$ 104,430
	Transfers to General Fund	\$ -
	Total	\$ 1,092,882

Total outstanding non-bonded indebtedness	Principal	\$ -
	Interest	\$ -
Total outstanding bonded indebtedness	Principal	\$ -
	Interest	\$ -
	Total	\$ -

Bond Reserve Fund Balance \$ -

Unencumbered Fund Balance \$ 489,774

Encumbered Fund Balance \$ -

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				TIF Revenue	
Ad valorem PRE Real	\$ 1,164,650	\$ 786,617	\$ 378,033	25.4368000	\$9,615.95
Ad valorem non-PRE Real	\$ 38,849,367	\$ 6,464,349	\$ 32,385,018	25.4368000	\$823,771.23
Ad valorem industrial personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
Ad valorem commercial personal	\$ 1,620,300	\$ 742,140	\$ 878,160	25.4368000	\$22,337.58
Ad valorem utility personal	\$ 676,400	\$ -	\$ 676,400	25.4368000	\$17,205.45
Ad valorem other personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Exempt (from all property tax) Real Property	\$ -	\$ -	\$ -	0.0000000	\$0.00
Total Captured Value	\$ 7,993,106	\$ 34,317,611	\$ 34,317,611	Total TIF Revenue	\$872,930.21

**DDA Executive Director Report
December 2025**



We won the TAP grant! Thank you to our regional planning authority SEMCOG for awarding our Cady Street Pedestrian Improvements grant for \$686,000 this week. This is the opportunity we pursued with very short lead time, with unanimous support from the DDA Board in October to “go for it”. Our matching costs will chart our budgeting course for the next three years, and the frenetic design pace we’ve set this year is rewarded with this major infusion into our DDA coffers. The capital project commitment also means that we have hard decisions to make with budgeting priorities. When we have an opportunity to spend one dollar to land three dollars in return investment, we choose that tangible improvement. This construction project will launch in FY 2027, and we have much work to complete in the lead-up.

This is a great segue into our main goal for this December packet: entering into an intergovernmental loan agreement with the City to apply toward capital projects downtown. The inventory and assessment by Grissim Metz Andriese and Associates (GMA) begun this Spring, leading to work in Town Square this Summer and Fall, with design, engineering and construction documents this Winter, informs our project list as described in the loan agreement.

To implement work immediately this current fiscal year, we’ve allocated from a high fund balance and dedicated budget historically intended toward a larger bond or loan. This project The DDA also captures from the City’s street millage, and must spend this on that road category. We’ve been accruing this bucket for a few years, and the reconstruction of Main Street is an appropriate target. With a loan infusion of \$1,000,000 from the City’s general fund, and amortization over five years, the DDA may maximize the construction calendar to not lose time heading into our busy Summer and Fall seasons downtown. Our goal is to execute this reconstruction as soon as Michigan weather allows in 2026. The match commitment to win the major grant award toward our Cady Street Connection is supported by this loan and other funding sources, and keeps improving our downtown on the pace necessary to connect our historic walkable business district with The Downs as it comes on line with a new adjacent district. This crucial, accessible pedestrian connection is an important factor in combining old and new into a comprehensive downtown for the future. Immediacy is important.

We hosted Hometown Holiday over Thanksgiving weekend, and need to acknowledge Stacy’s excellent work on recalibrating this draw into downtown, with partnership from the Chamber. With sparkling imagery as evidence, the parade was a huge success. Placer AI data reports 4,000 people at the town square at 7pm on Fri Nov 21. Our Downtown Insta/Facebook reel of the tree lighting has engaged more than 20,000 viewers and the Mayor’s personal invitation to come downtown has reached more than 10,000 itself. We’re looking for improvements already for 2026 as we apply Main Street event strategy to evaluate our “how and why”.

Speaking Michigan Main Street, the Board is making impressive strides with onboarding. It’s tedious in some places, and very worth it. We will dive in with this December meeting to make your intention count. We will apply your feedback to plan our new year and budget process.

Respectfully submitted,
Kate Knight
DDA Executive Director



To: DDA Board

From: Kate Knight, DDA Executive Director

Subject: Consideration to Approve Loan Agreement Resolution Regarding 2026
Downtown Capital Improvement Projects

Date: December 16, 2025

Background: The DDA works with City partners to prioritize capital projects and strategic investments to maintain a vibrant business district. DDA capital projects are identified and prioritized in coordination with the City of Northville's Six-Year Capital Improvement Plan, and the DDA TIF Plan. Opportunities to coordinate with grant funding and other sources to maximize planned development investment, offer the best return on public infrastructural investment and support community development goals to increase taxable value and strong community return. The DDA seeks a funding solution via an intergovernmental agreement in which the DDA agrees to pay debt service toward a loan from the City's General Fund, at a rate favorable to bond rates. DDA and City administrative/ finance team have developed resolutions for consideration by both City Council and DDA Board.

DDA and City are currently detailing costs for maintenance and repair of Main Street at Town Square, with GMA and OHM. Previous engineering costs for this project (2024) will be re-focused on Main Street between Center and Hutton Streets, to incorporate allocation of the DDA's accrued restricted street fund allocation of \$165,334 toward improvements included in Town Square refurbishment. Main Street repair will include the Clock Tower Island and run adjacent to the already approved reconstruction of the Town Square Fountain. Construction documents beginning by end of 2025, allow for bidding project for construction in Spring 2026.

The DDA was awarded a SEMCOG TAP grant of \$686,050, with a required 20% project match of \$171,513 and non-participating supporting costs of \$152,896. This \$1,010,458 project aligns with planned projects for FY 2027-2028. The attached table represents projects in consecutive order with strategic funding allocation from DDA budget, grants and City loan.

Analysis of Budget Costs: See attached documents.

Budget Impact: The total projected costs of \$2.56 million will be paid from this proposed loan of \$1 million, a grant for \$686,050, accumulated street millage capture of \$213,334, \$225,000 of the FY26 debt service allocation, with the remaining portion from fund balance. The current five-year budget has an allocation of \$225,000 annually for debt service repayments.

Recommendation: It is recommended that the DDA Board approve the resolution as presented to authorize borrowing \$1,000,000 from the City of Northville to pay for 2026 downtown capital improvement projects.

Motion: Move that the DDA Board approve the resolution as presented to authorize borrowing \$1,000,000 from the City of Northville to pay for 2026 downtown capital improvement projects.

**Northville Downtown Development Authority
2026 Downtown Capital Improvement Project**

	Amount	FY26	FY27	FY28
Planning & Design Services				
GMA - Town Square Design	11,500	11,500		
GMA - Concept Design & Planning	11,000	11,000		
GMA - Town Square Band Shell Design	12,500	12,500		
Arborist	17,000	17,000		
GMA - Cady Corridor & Streetscape DD	27,000	27,000		
GMA Town Square Fountain Design	19,000	19,000		
Topo Survey	5,000	5,000		
Main St Reconstruction - OHM	19,200	19,200		
Main St Reconstruction - GMA	31,000	31,000		
Grant Assistance - GMA (SEMCOG TAP Grant)	10,000	10,000		
Dickinson Wright - retainer	1,500	1,500		
Downtown Master Plan Update	50,000		50,000	
Cady Street Ped Connection Prof. Services	50,000		50,000	
Improvements				
Trash Receptacles	35,000	35,000		
Umbrellas	17,500	17,500		
Light Fixture Replacement	25,000	25,000		
Drinking Fountain	8,000	8,000		
Catenary Lighting	70,000	70,000		
Table and Chairs	10,500	10,500		
Stage /Gobo Performance Lighting	15,000	15,000		
Band Shell Uplights	10,000	10,000		
Band Shell Refurbishment	90,000	90,000		
Fountain Reconstruction	100,000	100,000		
Main Street Mill & Fill	550,000	550,000		
Table Top Construction w/Clock Tower	350,000	350,000		
Cady Street Pedestrian Connection	1,010,459			1,010,459
Total Expenditures	\$ 2,556,159	\$ 1,445,700	\$ 100,000	\$ 1,010,459
Funding Sources				
Budgeted Debt Service		225,000		
Loan from City		1,000,000		
Fund Balance		55,366	100,000	276,409
Street Millage		165,334		48,000
Federal Grant				686,050
Total Funding Sources		\$ 1,445,700	\$ 100,000	\$ 1,010,459

City of Northville
 Loan to Downtown Development Authority - 2026 Downtown Improvements

Principal \$ 1,000,000
 Interest Rate 2%
 Period (years) 5
 \$ 200,000

Payment Date	Principal	Interest	Total	Unpaid
				1,000,000
12/31/2026	200,000	20,000	220,000	800,000
12/31/2027	200,000	16,000	216,000	600,000
12/30/2028	200,000	12,000	212,000	400,000
12/31/2029	200,000	8,000	208,000	200,000
12/31/2030	200,000	4,000	204,000	-
	<u>1,000,000</u>	<u>60,000</u>	<u>1,060,000</u>	

Average annual payment \$ 212,000



**CITY OF NORTHVILLE, MICHIGAN
DOWNTOWN DEVELOPMENT AUTHORITY
OAKLAND AND WAYNE COUNTIES, MICHIGAN**

RESOLUTION REGARDING 2026 DOWNTOWN CAPITAL IMPROVEMENT PROJECTS

Minutes of a regular meeting of the Board of the City of Northville Downtown Development Authority, Counties of Oakland and Wayne, State of Michigan, held on the 16th day of December, 2025.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by _____ and supported by _____:

WHEREAS, the City of Northville Downtown Development Authority (the "DDA") has informed the City Council of the City of Northville, Michigan (the "City") that it intends to undertake implementation of certain projects ("Project") included in its Development and Tax Increment Financing Plan ("Plan"); and

WHEREAS, DDA is desirous of proceeding with the Project at this time and has requested that the City advance the sum of one million dollars (\$1,000,000.00) to be utilized to pay the costs of the Project from City funds legally available therefore; and

WHEREAS, the implementation of the Project is consistent with, and in furtherance of, the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Upon receipt of the advance of one million dollars (\$1,000,000.00) from the City, the DDA shall ensure that the monies are utilized for expenses consistent with the Plan and the Project. The DDA shall repay the advance in five (5) annual equal installments beginning December 31, 2026 through and including December 31, 2030, with interest on the unpaid principal at the rate of two percent (2.0%) per annum. The advance shall be repaid to the City Finance Department. Alternatively, the DDA grants the authority to the City, in the City's sole discretion, to withhold tax increment monies collected by the City for the account of the DDA from the DDA in amounts sufficient to pay the annual principal of and interest on the advance then due from the DDA to the City. The DDA may repay the advance on any date at par without any redemption premium.

2. The Chair of the DDA is hereby authorized to execute any document necessary to effectuate the advance.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are hereby rescinded.

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

DDA Chair

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of the City of Northville Downtown Development Authority, Oakland and Wayne Counties, State of Michigan, at a regular meeting held on December 16th, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

DDA Chair



To: Northville DDA Board of Directors

From: Kate Knight, DDA Executive Director

Subject: Consideration to Support Ordinance Amendment for Street-Level Use Regulations in the Central Business District

Date: December 11, 2025

Background: This ordinance amendment was introduced for discussion and consideration at the DDA Board meeting September 23, 2025. City Council subsequently discussed the amendment at its November 3, 2025 meeting. It is a priority for Northville's downtown to maintain and encourage a vibrant, walkable business district, to support local businesses and economic growth. Municipalities may regulate the first-floor business use in downtown areas to cultivate a vibrant, walkable street life that draws pedestrians and supports the local economy. Ground-floor regulations are a core component of zoning laws, influencing everything from the character of a neighborhood to property values.

A key reason for regulating business use is to foster an active and engaging pedestrian experience. First-floor business regulations help create lively, interesting streets that make people want to walk around and linger. Encouraging active uses through zoning often promotes "activating" uses like retail shops, restaurants, and salons on the ground floor. In contrast, non-activating uses like windowless offices can dull the streetscape and discourage foot traffic. Examples include empty dark conference rooms, waiting rooms screened for privacy, and systems furniture/cubicles for offices in first floor storefronts.

Regulations for first floor use aim to maximize the economic potential of a downtown business district by attracting customers and encouraging complementary businesses to cluster. Ground-floor locations offer high visibility and are essential for attracting walk-in customers, which is a major advantage for retailers and restaurants.

Analysis: The DDA and City have no guidelines in place to encourage property owners to seek tenants with business uses that contribute to stronger destination pedestrian traffic and promotes "activating" uses like retail shops, restaurants, and salons on the ground floor.

Budget Impact: None

Recommendation: It is recommended that the Northville DDA support advancing staff's draft language for a potential ordinance amendment establishing street-level use regulations in the Central Business District through the ordinance amendment process.

Motion: Move to support advancing staff's draft language for a potential ordinance amendment establishing street-level use regulations in the Central Business District through the ordinance amendment process.



December 11, 2025

Kate Knight, Executive Director
Northville Downtown Development Authority
215 West Main Street
Northville, MI 48167

Re: Request to Place CBD Street-Level Use Item on December 16 DDA Agenda

Dear Director Knight,

As discussed at the Economic Development Committee (EDC) meeting on September 19, 2025, and at the Downtown Development Authority (DDA) Board meeting on September 23, 2025, the concept of regulating street-level office uses within the Central Business District (CBD) was previously introduced. City Council subsequently discussed the concept at its November 3, 2025 meeting and was supportive of advancing the approach for further formal review.

Based on that direction, staff has prepared draft Zoning Ordinance language addressing street-level Professional and Other Office uses in the CBD. I am writing to respectfully request that this item be placed on the agenda for the December 16, 2025 DDA Board meeting for review and discussion.

The draft ordinance is attached, with proposed changes to the existing ordinance shown in redline format for ease of review. The Planning Commission will also be discussing the same draft language at its meeting on December 16. Following those discussions, staff will refine the draft ordinance based on the feedback received prior to proceeding further in the adoption process.

At the meeting, I request that the Board consider offering a motion of support for advancing the draft language through the ordinance amendment process. While this process will move forward through the City's established procedures, a Board motion of support would be helpful in demonstrating alignment between the City and the DDA.

Thank you for facilitating this discussion with the Board.

Sincerely,

A handwritten signature in black ink that reads "Justin Quagliata". The signature is written in a cursive, flowing style.

Justin Quagliata, AICP
Community Development Director

ARTICLE 10

CENTRAL BUSINESS DISTRICT (CBD)

SECTION 10.01 STATEMENT OF PURPOSE

The City of Northville's downtown area serves a central-place function ~~to~~ within the surrounding urbanized ~~area about its~~ region. The purpose of the Central Business District (CBD) is to create an area of high-intensity urban ~~conditions~~ activity that provides convenient and accessible goods and services within an aesthetically pleasing, pedestrian-oriented environment. A ~~diversity~~ mixture of intensively developed land, ~~uses, satisfying a wide range of goods and services~~ including retail, service, institutional, and cultural services uses, is essential to ~~the enhancement of the City of~~ supporting Northville's role as an urban central place ~~and to maintaining an active and walkable downtown.~~ Since land within the City of Northville is a ~~scarce~~ limited resource, ~~and uses activities which tend to that~~ require large amounts of open space ~~or that do not contribute to a vibrant street-level pedestrian experience~~ are generally inconsistent with the ~~use~~ purpose of land for ~~at the~~ CBD purpose. ~~On the other hand~~ In contrast, multi-purpose buildings ~~which include that incorporate~~ a mix of retail, service, and office uses, ~~and along with~~ shared parking, ~~are seen as consistent with~~ support the ~~role~~ intended character of the CBD ~~area~~ district by reinforcing an active streetscape and a strong pedestrian focus. Renovation and re-development of existing upper floor residential units, ~~in the downtown~~ as a secondary use that supports the economic ~~viability~~ quality of ~~this commercial district~~ the downtown, ~~is~~ are also encouraged and consistent with the ~~downtown~~ goals of a pedestrian-oriented CBD. (Rev. 5/18/02/26)

SECTION 10.02 USES PERMITTED BY RIGHT

The following provisions shall apply in all CBD Districts. In the Central Business District (CBD) no person shall hereafter use any building, structure or land and no person shall erect any building or structure except in accordance with the following provisions:

- a. Generally recognized retail businesses, service establishments, offices, and institutional uses as follows:
 - 1) Convenience Group:
 - Food stores including all types of specialty foods such as bakeries, delicatessen, imported foods, candy, and similar uses. Food stuffs may be prepared on the premises as an accessory use if sold at retail on premise.
 - Drug stores.
 - Hardware and related stores such as paint, wallpaper, and similar uses.
 - ~~Video rental.~~

2) Comparison Group:

- Department Stores
- Restaurants - sit down and take out as defined in Article 26.
- Apparel shops, including specialty shops of all sorts, shoe stores, and similar uses.
- Household furniture, home furnishings, gift shops, interior decorators, appliances, electronic appliances, office furniture, equipment and supplies.
- Variety Stores.
- Gift shops, camera shops, record shops, book stores, music shops and similar uses.
- Drafting, cartographic and art supplies and equipment.
- Service and repairs when incidental to a permitted use.
- ~~Mail order houses and retailers merchandise showrooms.~~

3) Service Facilities Group:

- Service shops such as barber, beauty, drop-off laundry and dry cleaner service, and similar uses. This shall exclude med spas and health or wellness facilities.
- Commercial recreation facilities such as bowling alleys, movie theaters.
- Repair shops for such items as jewelry, watch, clocks, apparel and related items.
- Hotels, motor hotels, bed and breakfast inns and accessory uses including dining, entertainment, recreation and conference facilities.
- Travel agencies.
- Newspaper offices, publishing, commercial printers, copy centers.
- Funeral homes.
- Private clubs, lodge halls.

- 4) Professional and Other Offices, subject to Section 10.07:
- Offices and office buildings of an administrative, executive, medical, or professional nature, including, but not limited to, the following:
 - Doctors, dentists, ~~lawyers and architects~~ other clinical offices.
 - Insurance, real estate offices, legal, design (architects, engineers, and similar disciplines), general business and professional offices.
 - Banks, loan offices, credit unions, stock exchange offices, and other financial institutions (including drive-through branches or 24-hour automatic tellers).
 - ~~Utility office~~ Showrooms (e.g., builder or contractor design centers).
 - ~~Chamber of Commerce~~ Med spas, health or wellness facilities.
- 5) Automotive Groups:
- Shops selling automobile parts and accessories exclusively
- 6) Other Uses As Noted:
- (a) Public and quasi-public buildings such as but not restricted to:
 - (i) Churches
 - (ii) Municipal offices
 - (iii) Libraries
 - (iv) Essential public service buildings.
 - (b) Public or private off-street parking facilities according to the provisions of Article 17.
 - (c) Advertising signs subject to the Sign Ordinance.
 - (d) Accessory structures and uses customarily incidental to the above permitted uses.

SECTION 10.03 SPECIAL LAND USES PERMITTED AFTER REVIEW AND APPROVAL

The following uses may be permitted subject to the conditions hereinafter imposed for those uses herein defined and subject further to the approval of the Planning Commission pursuant to Section 16.01. (Rev. 8/06)

- a. Child Day Care Centers.

SECTION 10.07 PROFESSIONAL AND OTHER OFFICES IN THE CBD**A. Applicability.**

The provisions of this Section shall apply to all uses classified under Section 10.02 – Professional and Other Offices.

B. Street-Level Office Use Restrictions.

Professional and Other Office uses shall not be permitted at the street level for properties located in the following areas:

1. Main Street, between Hutton Street and Wing Street, excluding Northville Square (Parcel Number 48-003-03-0201-301); and

2. North Center Street, between Main Street and Dunlap Street.

For purposes of this Section, “street level” shall mean any tenant space with an entrance at grade, or within five (5) feet above or below grade.

C. Permitted Upper-Story Office Uses.

Professional and Other Office uses shall be permitted on upper stories above the street level within the areas identified in Subsection B.

D. Vacancy Exception.

If a street-level tenant space within the areas identified in Subsection B remains unoccupied for a continuous period of eighteen (18) months, the Community Development Director may permit a Professional and Other Office use at the street level upon written determination that:

1. Reasonable, good-faith, and documented efforts have been made to lease the space to a permitted street-level use; and

2. Allowing the proposed office use will not materially undermine the pedestrian-oriented character of the CBD.

Such approval shall be administrative, shall only apply to the specific tenant space and use approved, and shall not be transferable.

E. Determination of Use Classification.

When a change of use or re-occupancy is proposed within the CBD, the Community Development Director shall determine whether the proposed use constitutes a Professional and Other Office use subject to this Section.

F. Request for Planning Commission Review.

An applicant or property owner subject to a determination of the Community Development Director under this Section may file a written request for Planning Commission review and determination of the proposed use. Such request shall be filed within sixty (60) days of the written decision of the Community Development Director and shall be accompanied by the required fee, as established by resolution of City Council.

In reviewing the request, the Planning Commission shall consider:

1. The pedestrian-oriented intent of the CBD;
2. The extent to which the proposed use generates walk-in customer traffic;
3. The existing mix of uses along the block face;
4. Vacancy conditions within the immediate area; and
5. Consistency with the Master Plan.

G. Use Variance from the Board of Zoning Appeals.

Any person seeking relief from the application of this Section following a final determination by the Planning Commission may apply to the Board of Zoning Appeals for relief based on unnecessary hardship in the form of a use variance, subject to the criteria of Section 25.04.c of this Ordinance. Such application shall be filed within sixty (60) days of the date of the Planning Commission's determination.

H. Nonconforming Uses.

Any existing legally established street-level Professional and Other Office use within the restricted areas that becomes non-permitted as a result of this Section shall be considered a legal nonconforming use and may continue in accordance with Article 22 of this Ordinance, except that any future change of use or re-occupancy shall comply with this Section.