



8:00AM Wednesday, May 7, 2025
City Hall Conference Room
23600 Liberty Street
Farmington, MI 48335

REGULAR AGENDA

1. Roll Call
2. Approval of Consent Agenda
 - a) Minutes: April 2, 2025 DDA Board Regular Meeting
 - b) Minutes: April 21, 2025 DDA Board Special Meeting
 - c) Minutes: April 24, 2025 DDA Design Committee Meeting
 - d) Minutes: May 1, 2025 DDA Board Special Meeting
3. Approval of Regular Agenda
4. Public Comment
5. Executive Director Report
6. Approval of Pay Order #3 Warren Construction for Masons Corner
7. Consideration to Approve Amended FY 2024-2025 Budget
8. Committee Updates:
 - a. Promotions Committee
 - b. Organization Committee
 - c. Business Development Committee
 - d. Design Committee
 - e. Public Art Committee
9. Other Business
10. Board Comment
11. Adjournment

Dates of Interest:

May 9, Masons Corner Patron Celebration

May 12, Broker Happy Hour by Glen Una / Mid-America, Terra Kitchen Birmingham

June 4, DDA Regular Meeting

June 5, Michigan Downtown Association Summer Conference, Traverse City

June 7-8, Art on the Grand

Summer Series Kick Off:

Farmington Fit, Mondays starting 6/2, 6:30-7:30pm

Dinan Park Music Series, Thursdays starting 6/5, 6-8pm

Lunch Beats, Wednesdays starting 6/11, 12-1pm

Rhythms in Riley Park, Fridays starting 6/13, 7-9pm

June 12, Main Event, Roxy in Downtown Rochester



8:00AM Wednesday, April 2, 2025
City Hall Conference Room
23600 Liberty Street
Farmington, MI 48335

MINUTES

The meeting was called to order by Todd Craft at 8:03am.

1. Roll Call

Present: Todd Craft, Tom Pascaris, Johnna Balk, James McLaughlan, Karlyn Cassidy, Shawn Kavanagh, Donovan Singleton, Claire Perko, Sean Murphy

Absent: None

Others Present: Kate Knight, Jess Westendorf

2. Approval of Consent Agenda

- a. Minutes: March 12, 2025 DDA Board Regular Meeting
- b. Minutes: February 20, 2025 DDA Design Committee Meeting
- c. Minutes: November 26, 2024 DDA Promotion Committee Meeting

Motion by Kavanagh, second by Craft to approve the items on the consent agenda. Motion passes unanimously.

3. Approval of Regular Agenda

Motion by McLaughlan, second by Singleton to approve the items on the regular agenda. Motion passes unanimously.

4. Public Comment

Opened and closed by Craft at 8:04am

5. Executive Director Report

The Main Street Conference in Philadelphia is next week. We'll be recognized as a GAMSA semi-finalist during the opening plenary. Knight will present at SEMCOG's Main Street Revitalization and Placemaking Series on April 17 on "Creating Vibrant Spaces in Your Downtown" to communities in the seven-county region: Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne. May 22, Knight will represent small business and Main Street on a panel at Oakland County's Economic Outlook luncheon. In June, the Michigan Municipal League has asked to host their Local Economies Initiative conference in Downtown Farmington, expecting 70 attendees to tour examples of recently revitalized public space.

Welcome new board member Karlyn Cassidy!

Master plan community outreach is planned for opening day of the Farmer Market May 3rd.

Ladies Night Out is April 24, and we look forward to opening the season with a strong merchant-driven event. First quarter consumer sentiment has been weak; we are discussion strategy with our Promotions and Business Development Committees on actions to drive trips downtown. To echo a Detroit brewer's campaign to eat, drink, shop local, "It is important that we encourage locals to spend their dollars intentionally in local businesses that define our communities."

This week, Thursday, April 3, we are contracting with Social Rebels to host an immersive social media workshop for our downtown merchants at 5pm, Farmington Co-Work. Content will be recorded, but don't miss live. We still have a few open seats.

6. Consideration to Approve FY 2025-2026 DDA Budget

Discussion and overview of budget.

Motion by Singleton, seconded by Pascaris to approve the DDA FY 2025/26 Proposed Budget, as shown in the attached report. Motion passes unanimously via roll call

Ayes: 9, McLaughlan, Cassidy, Kavanagh, Singleton, Murphy, Craft, Pascaris, Perko, Balk

Nays: 0

Absent: 0

7. Committee Updates:

a. Promotions Committee

Update by Kavanagh – committee met and discussed promotional strategies for shop local and how to boost signal for Downtown Businesses.

b. Organization Committee

No updates.

c. Business Development Committee

Update by Singleton. Business Development discussed formation of new subcommittee – Farmington After Dark Initiative— to collaborate for businesses that would benefit from being open later. Discussion of keeping Syndicate open until midnight nightly and print materials that note businesses that are open late.

d. Design Committee

Update by Perko. Committee provided feedback to OHM on Thomas Street Plan with the goal to maintain quantity of parking spaces, bring it up to code, maintain flexibility, and keep pedestrian safety in mind with increased traffic connecting Warner with Hillside Townes development, Road Less Traveled Book store, and increased foot traffic from the new Masons Corner.

e. Public Art Committee

No updates

8. Other Business

Public art is installed at Masons Corner.

9. Board Comment

McLaughlan: Excited to be part of the business development committee and keep momentum going.

Craft: Thanked the board for their time and stressed the importance to recruit the right people on the right committees.

10. Adjournment

Motion to adjourn by Singleton, seconded by McLaughlan. Motion passes unanimously.



8:00AM Monday, April 21, 2025
City Hall Conference Room
23600 Liberty Street
Farmington, MI 48335

MINUTES

The meeting was called to order by Todd Craft at 8:08am.

1. Roll Call

Present: Todd Craft, Tom Pascaris, James McLaughlan, Karlyn Cassidy, Claire Perko, Sean Murphy

Absent: Donovan Singleton, Johnna Balk, Shawn Kavanagh

Others Present: Beth Saarela

2. Approval of Special Meeting Agenda

Motion to approve the special meeting agenda by Perko, seconded by Murphy. Motion passes unanimously.

3. Public Comment

Opened and closed by Craft at 8:25am

4. Consideration of DDA Succession Plan and Executive Director Position Transition

Board discussed resignation of DDA Director Kate Knight, the path forward, and interviewed Jess Westendorf for the Executive Director position.

Motion by Perko, seconded by McLaughlan to recommend the appointment of Jess Westendorf as DDA Director subject to negotiation of terms of compensation at the next special meeting.

Motion passes unanimously via roll call.

Ayes: 6: Murphy, Perko, Cassidy, Pascaris, Craft, McLaughlan

Nays: 0

Absent: 3: Balk, Singleton, Kavanagh

5. Other Business

Discussed Farewell to Kate Party.

6. Board Comment

Craft: Thank you to the board for consideration and time.

7. Adjournment

Motion to adjourn by Perko, seconded by Pascaris. Motion passed unanimously.



DDA Design Committee Meeting
7:30AM, April 24, 2025
City Hall Conference Room
Farmington, MI 48335

REGULAR AGENDA

Attending: Claire Perko, Steve Schneemann, Brian Golden, Ken Crutcher, Boyu Zhao, Sarah Huddas, Austin Downie, Jess Westendorf, Kate Knight

Unanimous approval, April 3, 2025 Design Committee Minutes

OHM Presentation Thomas Street Study Final Packet led by Sarah Huddas:

Explore design options that preserve parking, enhancing visual aids, providing section studies of Thomas Street, promoting walkability.

Thomas Street Section 1 preferred by the City, with two drive lanes, curbless treatment, including a 6' planting bed and a 6' pedestrian path/sidewalk. This option provides maximum flexibility, facilitates truck traffic *and* pedestrian comfort.

Phase 1 of implementation of Final Concept uses tactical urbanist methodology to test new configuration and graphic layout. First steps use regular paint finishes and would eventually lead to a more permanent finish, specified by OHM. Schneemann: What is snowplow durability? Huddas: Recommended snow clearing is with a rubber blade. A field trip could be helpful to examine Michigan conditions affecting a similar application. Reality is that snow crews are task-driven during snow events, not finish-careful.

Huddas explained graphic wayfinding design, using a "beehive" theme as an example of identity-themed place. Human zones and vehicular zones are defined for users. ADA-compliant parking is prominent, planters define the parking field and walking paths. Decorative pavement, ground murals and textured materials enhance the parking lot. Furnishings and lighting create a cohesive human scale.

Schneemann: Catenary lighting across the driveway from theatre would need to be significantly higher than rendered. Zhao described continuity of design treatments. Huddas shared renderings with planters and defined pathways.

Perko: Design addresses lack of current parking lot standards, looks good.

Westendorf: OHM is conducting a drone data-informed parking study. Could we pause and incorporate newest parking conditions data, making sure it accurately informs a final study.

Crutcher: North Lot was configured long ago, with less-than-ideal design parameters to *maximize parking*. Emphasized that losing ten spots is a loss for the businesses' customers.

Schneemann: Adding the sidewalk extending north from Cannelle sidewalk to stand alone bookstore building is shifting the spacing. Explain benefit of curbless application.

Huddas: Curbless design allows maximum use and programming flexibility and solves for ADA compliance. It's a treatment that facilitates universal accessibility.

Perko: Having the flexibility to close sections of the parking field is a benefit.

Schneeman: IS the DDA committing to new programming to use this heavily used parking field differently? What is the likelihood?

Crutcher: We are discussing investment toward ability to program that lot; are we likely to do that here?

Schneemann: We don't have to decide on anything today; important to consider that this treatment is a departure from downtown's traditional plantscape-heavy treatment, which has been well-appreciated by residents and businesses. Different, not wrong.

Perko: Good to redevelop Thomas Street as a more functional connection.

Schneemann: Is there survey data for Thomas Street?

Downie: Yes, cites general data. Perko: We can break apart phasing with costs?

Westendorf: Specifically break apart phases and costs for (1) Thomas Street and (2) Pedestrian connection extension linking sidewalk extending north off Grand River to the Road Less Traveled bookstore. Huddas advanced to Opinion of Probable Cost, Phasing and Implementation Strategy. (See Phase 1A & 1B, etc. See Packet Graphics and Exhibits.)

Schneemann: We would like to see a hard dollar estimate for Thomas Street.

Huddas and Downie: We have a preliminary estimate for Thomas Street and entire North Lot with contingency.

Action item for OHM: Refine costs and phasing to bring back this Summer to present to City Council.

Review of Façade Modification for GLP and Glen Una Properties

DDA staff called GLP and Glen Una property manager Jackie Gerich to present paint palette for both properties' façade modifications.

GLP: Proposed Sherwin Williams Dovetail on monolithic façade application, with Sherwin Williams Tricorn Black on base trim, under storefront windows. Design Committee had minor questions regarding trim treatment, answered to their satisfaction by Gerich. Unanimous approval of painting as proposed.

Glen Una: Proposed Sherwin Williams Egret White on body and soffit, with Sherwin Williams Tricorn Black on trim. Design Committee: "Looks great. Love it." Unanimous approval of painting as proposed. Gerich: Two smaller plazas (Starbucks plaza and

Farmington Florist plaza) will be done this year prior to 2025 Founders Festival, largest building plaza (Fresh Thyme) will be done in 2026.

Art Park Project Status Update Knight updated that construction documents/ bid set should be ready in a few weeks. Tentatively scheduled for a May 15 Design Committee meeting. Bidding by early June.

Other Business April is National Historic Preservation month. Main Street Oakland County is hosting design and preservation events. They will be in Farmington to look at specific projects and properties. There is a request for Design Technical Assistance from a new property owner/potential business operator, Ginger Weichers, for a concept in her structure adjacent to the art park on the south east corner, on Grand River.

Knight advised that the DDA has applied for two MSOC Main Event awards, to be announced in June in Rochester. One is an Excellence in Historic Preservation, acknowledging MSOC preservation architect Ron Campbell and team's work for our 1876 Masons Lodge Preservation Master Plan. Another design-related application is for District Placemaking, applying for the transformation at Masons Corner.

Adjourn 8:45am



8:00AM Thursday, May 1, 2025
City Hall Conference Room
23600 Liberty Street
Farmington, MI 48335

MINUTES

The meeting was called to order by Todd Craft at 8:02am.

1. Roll Call

Present: Todd Craft, James McLaughlan, Karlyn Cassidy, Claire Perko, Sean Murphy, Shawn Kavanagh, Donovan Singleton, Tom Pascaris (8:17)

Absent: Johnna Balk

Others Present: Jess Westendorf, Beth Saarela

2. Approval of Special Meeting Agenda

Motion to approve the special meeting agenda by Perko, seconded by Kavanagh. Motion passes unanimously.

3. Public Comment

Opened and closed by Craft at 8:03am

Westendorf recused herself. (8:04am)

4. Consideration of DDA Succession Plan and Executive Director Position transition.

The group discussed the appointment of a strong candidate with broad support expressed from peers and the community. There was an in-depth conversation regarding compensation with consensus to move forward at the max within the current DDA Director Level. Discussions included the possibility of pursuing the next grade up, but that would require council approval.

Motion by Donovan Singleton, seconded by Shawn Kavanagh, to approve Jess Westendorf at pay grade 4 - 4 year max \$86,586, effective May 1st, 2025. Motion Passes unanimously via roll call.

Ayes: 8, Singleton, Pascaris, Perko, Kavanagh, Craft, McLaughlan, Cassidy, Murphy

Nays: 0

Absent: 1, Balk

5. Agreement to Share Tax Increment Financing Revenue from the Farmington Community Library Millage

Motion by Perko, seconded by Singleton, to approve the agreement to Share Tax Increment Financing Revenue from the Farmington Community Library Millage. Motion passes unanimously.

6. Other Business

None

7. Board Comment

8. Adjournment

Motion to adjourn by Singleton, seconded by Perko. Motion passes unanimously.

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere



May 5, 2025

TO: DDA Board of Directors

FROM: Jess Westendorf, Executive Director

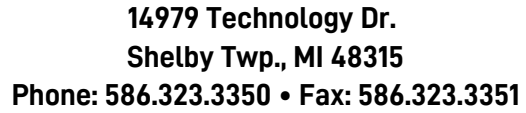
SUBJECT: Approve Pay Order #3 Warren Construction for Masons Corner

BACKGROUND: Construction administrator Grissim Metz Andriese has recommended completion status for Warren Construction at Masons Corner (Masonic Plaza).

This public space is funded via multiple sources, including the DDA, City, and grants such as the MEDC MIPlace Public Spaces Community Places crowdfunding program and the Main Street Oakland County Placemaking and Public Spaces Program which alone, specifically supports 40% of the construction cost of this project.

ACTION:

Motion by, Seconded by,
RESOLVED, to approve Pay Order #3, in the amount of \$77,776.00 to Warren Construction for Masons Corner for services rendered.



INVOICE #: 2407-3FINAL

BILL TO:

City of Farmington DDA

23600 Liberty Street

Farmington, MI 48335

Phone:

Fax:

Attn: Kate Knight

Invoice Date: 4/16/2025

Due: Upon Receipt

Freight Terms:

Job Name: Masonic Corner

City of Farmington DDA

[illegible]

For Contract: Farmington Masonic Corner						Pay Application:	3 FINAL				
Pay Period: 11/14/24 thru 1/4/25						Application Date:	4/12/2025				
Item #	ITEM DESCRIPTION	Original Contract QTY	Unit	C/O or Mod Inc/Dec	Unit Price	Contract Amount	QUANTITY This Period	QTY To-Date Last Period	QUANTITY TO DATE	AMT EARNED THIS PERIOD	AMT EARNED TO-DATE
1	Mobilization	1.00	LSUM		\$ 20,000.00	\$ 20,000.00		1.00	1.00	\$ -	\$ 20,000.00
2	SESC	1.00	LSUM		\$ 750.00	\$ 750.00		1.00	1.00	\$ -	\$ 750.00
3	Tree Protection Fencing	250.00	ft		\$ 7.00	\$ 1,750.00		250.00	250.00	\$ -	\$ 1,750.00
4	Permits (Pass-Through Item)	6,000.00	dlr	22.00	\$ 1.00	\$ 6,022.00		6,022.00	6,022.00	\$ -	\$ 6,022.00
5	Utility Allowance (Pass-Through Item)	3,200.00	dlr	(3,200.00)	\$ 1.00	\$ -		-	0.00	\$ -	\$ -
6	Saw cut existing pavement	1.00	LSUM		\$ 500.00	\$ 500.00		1.00	1.00	\$ -	\$ 500.00
7	Remove existing lawn/landscape area	1,529.00	sft		\$ 3.00	\$ 4,587.00		1,529.00	1,529.00	\$ -	\$ 4,587.00
8	Remove Concrete	855.00	sft		\$ 3.00	\$ 2,565.00		855.00	855.00	\$ -	\$ 2,565.00
9	Remove gravel pavement	2,200.00	sft		\$ 3.00	\$ 6,600.00		2,200.00	2,200.00	\$ -	\$ 6,600.00
10	Remove and salvage brick pavers	435.00	sft		\$ 12.00	\$ 5,220.00		435.00	435.00	\$ -	\$ 5,220.00
11	Tree Removal	1.00	ea		\$ 3,500.00	\$ 3,500.00		1.00	1.00	\$ -	\$ 3,500.00
12	Remove and deliver existing landscape boulders	14.00	ea	(14.00)	\$ 60.00	\$ -		-	0.00	\$ -	\$ -
13	Remove and deliver existing bollard	1.00	ea		\$ 600.00	\$ 600.00		1.00	1.00	\$ -	\$ 600.00
14	Remove and deliver existing trash receptacle	1.00	ea	(1.00)	\$ 100.00	\$ -		-	0.00	\$ -	\$ -
15	Remove Existing Fencing	14.00	ft		\$ 100.00	\$ 1,400.00		-	0.00	\$ -	\$ -
16	Remove and salvage existing Flag Pole	1.00	ea		\$ 1,500.00	\$ 1,500.00		1.00	1.00	\$ -	\$ 1,500.00
17	Remove and salvage existing light poles	6.00	ea	1.00	\$ 1,300.00	\$ 9,100.00		7.00	7.00	\$ -	\$ 9,100.00
18	Retrofit and install existing light poles	3.00	ea	1.00	\$ 6,560.00	\$ 26,240.00	2.00	2.00	4.00	\$ 13,120.00	\$ 26,240.00
19	Mechanical work for new gas line	58.00	ft	30.00	\$ 160.00	\$ 14,080.00		88.00	88.00	\$ -	\$ 14,080.00
20	Tap existing manhole	1.00	ea		\$ 900.00	\$ 900.00		1.00	1.00	\$ -	\$ 900.00
21	4" Solid PVC Drain	115.00	ft		\$ 48.00	\$ 5,520.00		115.00	115.00	\$ -	\$ 5,520.00
22	4" Perforated Drain tile	215.00	ft		\$ 60.00	\$ 12,900.00		215.00	215.00	\$ -	\$ 12,900.00
23	Cleanout	6.00	ea		\$ 500.00	\$ 3,000.00		6.00	6.00	\$ -	\$ 3,000.00
24	GFI Duplex	11.00	ea		\$ 250.00	\$ 2,750.00		11.00	11.00	\$ -	\$ 2,750.00
25	Uplights	13.00	ea		\$ 850.00	\$ 11,050.00		13.00	13.00	\$ -	\$ 11,050.00
26	New electrical service (Bring new conduit and 2 new circuits from Orchard Street to service new lights and receptacles)	1.00	LSUM		\$ 42,000.00	\$ 42,000.00		1.00	1.00	\$ -	\$ 42,000.00
27	Grading work	1.00	LSUM		\$ 24,000.00	\$ 24,000.00		1.00	1.00	\$ -	\$ 24,000.00
28	Clay Brick Pavers	2,630.00	sft		\$ 38.00	\$ 99,940.00		2,630.00	2,630.00	\$ -	\$ 99,940.00
29	4" Concrete Sidewalk	555.00	sft		\$ 18.00	\$ 9,990.00		555.00	555.00	\$ -	\$ 9,990.00
30	4" Decomposed Granite Walk	150.00	sft		\$ 7.00	\$ 1,050.00	150.00	-	150.00	\$ 1,050.00	\$ 1,050.00
31	6" Aggregate Base fo Brick Pavers	2,840.00	sft		\$ 3.00	\$ 8,520.00		2,840.00	2,840.00	\$ -	\$ 8,520.00
32	4" Base for Concrete Sidewalk	670.00	sft		\$ 2.50	\$ 1,675.00		670.00	670.00	\$ -	\$ 1,675.00

For Contract: Farmington Masonic Corner						Pay Application:	3 FINAL				
Pay Period: 11/14/24 thru 1/4/25						Application Date:	4/12/2025				
Item #	ITEM DESCRIPTION	Original Contract QTY	Unit	C/O or Mod Inc/Dec	Unit Price	Contract Amount	QUANTITY This Period	QTY To-Date Last Period	QUANTITY TO DATE	AMT EARNED THIS PERIOD	AMT EARNED TO-DATE
33	Ornamental Fencing	93.00	ft		\$ 120.00	\$ 11,160.00	93.00	-	93.00	\$ 11,160.00	\$ 11,160.00
34	New End Posts	2.00	ea		\$ 3,500.00	\$ 7,000.00	2.00	-	2.00	\$ 7,000.00	\$ 7,000.00
35	Reinstall Flagpole	1.00	LSUM		\$ 3,500.00	\$ 3,500.00	1.00	-	1.00	\$ 3,500.00	\$ 3,500.00
36	Slatescape Decorative Stone Mulch	86.00	sft		\$ 16.00	\$ 1,376.00	86.00	-	86.00	\$ 1,376.00	\$ 1,376.00
37	Landscaping	35,000.00	Dlr		\$ 1.00	\$ 35,000.00	25,300.00	9,700.00	35,000.00	\$ 25,300.00	\$ 35,000.00
38	Mulch	1.00	LSUM		\$ 2,400.00	\$ 2,400.00	1.00	-	1.00	\$ 2,400.00	\$ 2,400.00
39	Sod	1.00	LSUM		\$ 1,200.00	\$ 1,200.00	1.00	-	1.00	\$ 1,200.00	\$ 1,200.00
40	Irrigation (includes design/build, sleeving, pedestal for controller and fake rock enclosure)	13,000.00	Dlr	(3,000.00)	\$ 1.00	\$ 10,000.00	6,500.00	3,500.00	10,000.00	\$ 6,500.00	\$ 10,000.00
41	Burner for Fire Pit (Iconic Flame per CJ)	1.00	LSUM		\$ 12,900.00	\$ 12,900.00	0.25	0.75	1.00	\$ 3,225.00	\$ 12,900.00
42	Footings for Swing 12" X 42" deep	2.00	ea	1.00	\$ 900.00	\$ 2,700.00		3.00	3.00	\$ -	\$ 2,700.00
43	Landscape Forms Bench	9.00	ea		\$ 3,600.00	\$ 32,400.00		9.00	9.00	\$ -	\$ 32,400.00
44	Victor Stanley Trash Receptacle	2.00	ea		\$ 3,300.00	\$ 6,600.00		2.00	2.00	\$ -	\$ 6,600.00
45	Fermob Bistro 30" Round Table	10.00	ea		\$ 500.00	\$ 5,000.00		10.00	10.00	\$ -	\$ 5,000.00
46	Luxemburg Chair	25.00	ea		\$ 485.00	\$ 12,125.00		26.00	26.00	\$ -	\$ 12,610.00
47	Survey/Layout	1.00	LSUM		\$ 7,800.00	\$ 7,800.00		1.00	1.00	\$ -	\$ 7,800.00
48	Footing for Sculpture 48" dia X 4'	1.00	ea		\$ 2,500.00	\$ 2,500.00		1.00	1.00	\$ -	\$ 2,500.00
49	Techo Bloc Wall (budget until final material is selected)	24,000.00	dlr	(10,000.00)	\$ 1.00	\$ 14,000.00		14,000.00	14,000.00	\$ -	\$ 14,000.00
50	3" Armstrong Maple Credit	-	ea	6.00	\$ (250.00)	\$ (1,500.00)		6.00	6.00	\$ -	\$ (1,500.00)
51	Additional 3" Skyline Locusts	-	ea	3.00	\$ 700.00	\$ 2,100.00		3.00	3.00	\$ -	\$ 2,100.00
52	Engraved Bricks	-	LSUM	1.00	\$ 2,750.00	\$ 2,750.00		1.00	1.00	\$ -	\$ 2,750.00
Extra	Gas work at Building	-	LSUM	1.00	\$ 995.00	\$ 995.00	1.00		1.00	\$ 995.00	\$ 995.00
Extra	Bore for Additional Light Pole	-	LSUM	1.00	\$ 950.00	\$ 950.00	1.00		1.00	\$ 950.00	\$ 950.00
						\$ -			0.00	\$ -	\$ -
						\$ -		-	0.00	\$ -	\$ -

SUB TOTALS: \$ 77,776.00 \$ 499,750.00

TOTAL: \$ 77,776.00 \$ 499,750.00

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere



May 5, 2025

TO: DDA Board of Directors

FROM: Jess Westendorf, Executive Director

SUBJECT: FY 2024-2025 Budget Amendment

BACKGROUND:

Proposed amendments to the FY2024/25 budget are presented in the projected activity column of the attached budget documents. Significant changes include:

Increase in revenue "Grants, Masons Park" from \$463K to \$601,215 to capture the Unity Torch transaction. Also see the increase in Expenditures "Capital Outlay, Masons Corner" to reflect this private commission pass-through.

"Grants, Art Promenade" previously budgeted \$129K for MSOC Placemaking grant to be used this Fiscal year, being pushed to next fiscal year. In Art Promenade expenditures, construction will take place next fiscal year, so budget has been amended to show design/engineering fees this fiscal year and construction next fiscal year.

Events are budgeted to break even and then amended based on actual: Event Revenue for Harvest Moon was increased to show actual. Reduced sponsorship revenue for Rhythms in Riley Park to reflect actual.

Increasing Repairs and Maintenance from \$131,900 to \$157,440 to cover increased cost.

ACTION:

Motion by, Seconded by,
RESOLVED, to amend the DDA 2024/25 Budget, as shown in the projected column of the attached report.

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND

DESCRIPTION	2022-23 Actual	2023-24 Actual	2024-25 Amended Budget	2024-25 Projected Budget	2025-26 Manager Proposed
DOWNTOWN DEVELOPMENT AUTHORITY REVENUES					
Dept 000.00-TIF					
PROPERTY TAXES, OPR, REV	(5,970)	610	0	0	0
PROPERTY TAXES, TIFA	468,379	515,686	553,000	558,000	627,000
GRANTS, OTHER	70,444	204,952	1,000	20,300	7,000
GRANTS, MAINSTREET SMALL BUSINESS	0	7,500	2,500	7,500	2,500
GRANTS, MASONIC PARK	0	25,000	463,000	601,215	0
GRANTS, ART PROMENADE	0	0	129,000	0	163,000
LOCAL COMMUNITY STABILIZATION APPROP.	7,664	13,395	8,300	8,357	5,604
INVESTMENT INCOME	30,349	30,260	8,000	30,000	25,000
SALE OF CAPITAL ASSETS, GAIN(LOSS)	(9,360)	0	0	0	0
REVENUES, OTHER	0	10,000	0	0	0
Total	561,506	807,403	1,164,800	1,225,372	830,104
Dept 759.00-PRINCIPAL SHOPPING DISTRICT					
PROPERTY TAXES, TWO MILL LEVY	46,988	50,130	53,000	53,000	57,000
FEDERAL GRANTS	170	0	0	0	0
EVENT REVENUE	0	0	1,000	0	3,000
REVENUES, OTHER	37,178	37,855	20,000	26,555	36,000
DDA DISTRICT, SP ASSESSMENT	200,140	206,144	212,329	212,329	218,698
Total	284,476	294,129	286,329	291,884	314,698
Dept 761.00-FOUNDERS FESTIVAL					
REVENUES, OTHER	0	0	0	0	0
Total	0	0	0	0	0
Dept 762.00-ART ON THE GRAND					
VENDOR FEES	2,250	450	1,350	1,350	1,350
SPONSORSHIPS	4,500	10,000	8,500	8,500	8,500
REVENUES, OTHER	4,016	5,641	4,300	4,500	4,500
Total	10,766	16,091	14,150	14,350	14,350

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND

DESCRIPTION	2022-23 Actual	2023-24 Actual	2024-25 Amended Budget	2024-25 Projected Budget	2025-26 Manager Proposed
Dept 764.00-HARVEST MOON CELEBRATION					
CONCESSION, HARVEST MOON	43,029	49,585	30,000	48,394	35,000
ADMISSIONS, HARVEST MOON	32,441	38,158	22,500	37,755	25,000
SPONSORSHIPS	4,200	3,750	8,100	8,600	8,500
REVENUES, OTHER	700	1,578	1,350	1,303	1,350
Total	80,370	93,071	61,950	96,052	69,850
Dept 766.00-RHYTHMZ IN RILEY PARK					
SPONSORSHIPS	15,506	19,689	45,600	21,560	45,600
Total	15,506	19,689	45,600	21,560	45,600
Dept 767.00-BUILDING RENTAL					
RENTAL FEES	28,250	10,950	0	0	0
REVENUES, OTHER	297	265	0	0	0
Total	28,547	11,215	0	0	0
Dept 768.00-LUNCH BEATS					
SPONSORSHIPS	7,480	1,592	6,375	3,425	6,500
REVENUES, OTHER	3	0	0	0	0
Total	7,483	1,592	6,375	3,425	6,500
Dept 769.00 - GRAND RAVEN FESTIVAL					
SPONSORSHIPS	12,290	12,000	11,000	11,000	11,000
REVENUES, OTHER	567	151	200	150	150
Total	12,857	12,151	11,200	11,150	11,150
Dept 770.00 - COMMUNITY FOUNDATION					
GRANTS, OTHER	0	0	0	0	0
CONTRIBUTIONS HARVEST MOON	0	0	0	0	0
Total	0	0	0	0	0

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND

	2022-23	2023-24	2024-25	2024-25	2025-26
DESCRIPTION	Actual	Actual	Amended Budget	Projected Budget	Manager Proposed
Dept 771.00 - HEART THE ART					
SALES, CONCESSIONS	0	1,311	1,303	0	0
ADMISSION FEES	0	5,165	4,000	0	0
REVENUES, OTHER	0	80	0	0	0
Total	0	6,556	5,303	0	0
TOTAL DOWNTOWN DEVELOPMENT AUTHORITY REVENUES	1,001,511	1,261,897	1,595,707	1,663,793	1,292,252
DOWNTOWN DEVELOPMENT AUTHORITY EXPENDITURES					
Dept 000.00-TIF					
SALARIES, FULL TIME	81,787	85,616	89,240	89,240	91,917
SALARIES, DC RETIREE HEALTH CARE	2,100	2,100	2,100	2,100	2,100
SALARIES, PART-TIME/TEMP	29,820	40,824	44,946	44,946	47,683
SALARIES, OVERTIME	635	1,197	0	1,064	0
SALARIES, ACCRUED BENEFITS	(622)	885	1,004	1,004	1,045
LONGEVITY PAY	325	390	455	455	520
PYMT IN LIEU OF HOSP INS	2,400	2,400	2,400	2,400	2,400
FICA, EMPLOYER'S SHARE	8,880	10,061	10,601	10,601	11,022
COMPREHENSIVE MEDICAL INSURANCE	1,205	1,453	1,570	1,477	1,470
LIFE INSURANCE	212	203	208	208	214
LONG TERM DISABILITY	153	138	139	139	143
WORKMEN'S COMPENSATION INS	77	72	89	89	92
CONTRIBUTION, PENSION	23,803	35,365	40,503	40,503	42,204
OFFICE SUPPLIES	769	911	1,281	1,781	1,781
POSTAGE, METER	124	126	200	200	200
NON-CAPITALIZED ASSETS	0	0	0	2,773	0
PROFESSIONAL SERVICES	27,897	14,542	36,900	45,575	16,900
CONTRACTUAL SERVICES	28,371	25,065	36,500	28,800	31,500
TELECOMMUNICATIONS	1,327	1,200	1,750	1,200	1,200
TRANSPORTATION	654	334	500	500	500
GRANTS, MAINSTREET SMALL BUSINESS	0	9,250	2,500	7,500	2,500
DEVELOPMENT INCENTIVES	0	5,980	5,000	10,461	20,000
MISCELLANEOUS EXPENSE	140	231	2,000	300	2,000

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND

	2022-23	2023-24	2024-25	2024-25	2025-26
DESCRIPTION	Actual	Actual	Amended Budget	Projected Budget	Manager Proposed
MEMBERSHIPS, SUBSCRIPTIONS	986	665	1,060	1,835	1,835
PROFESSIONAL DEV, CONFERENCES	8,847	7,926	8,850	10,850	10,850
B3-FARM-2020 GLP (S)	345	5,222	6,400	6,500	7,100
B5-FARM-2023 HILLSIDE TOWNES (S)	0	0	0	0	29,500
CAPITAL OUTLAY	102,898	351,460	0	0	0
CAPITAL OUTLAY, MASONS CORNER	0	52,695	463,000	658,995	0
CAPITAL OUTLAY, ART PROMENADE	0	0	321,000	67,000	321,000
DEBT SERVICE	207,105	208,122	210,306	210,856	207,165
Total	530,238	864,433	1,290,502	1,249,352	854,841
Dept 759.00-PRINCIPAL SHOPPING DISTRICT					
SALARIES, PART-TIME/TEMP	8,821	6,748	8,140	8,860	8,860
FICA, EMPLOYER'S SHARE	675	516	514	678	678
SEASONAL DECORATIONS,GARDENING	34,284	35,012	34,000	36,300	41,800
CONTRACTUAL SERVICES	50,950	47,880	55,624	61,380	57,774
COMMUNITY PROMOTION	40,397	41,239	48,400	43,650	42,500
	0	2,921	4,000	6,000	6,000
BUSINESS DEVELOPMENT	5,030	2,847	4,000	4,000	14,000
VOLUNTEER MANAGEMENT	3,637	2,877	4,000	4,000	4,000
PUBLIC UTILITIES	17,883	29,582	30,250	34,000	37,000
REPAIRS & MAINTENANCE	87,586	199,441	131,900	157,440	164,500
Total	249,263	369,063	320,828	356,308	377,112
Dept 761.00-FOUNDERS FESTIVAL					
CONTRACTUAL SERVICES	0	0	0	0	0
Total	0	0	0	0	0
Dept 762.00-ART ON THE GRAND					
COMMUNITY PROMOTION	540	450	1,400	800	800
ENTERTAINMENT	4,250	475	5,500	4,200	4,200
EQUIPMENT RENTAL	2,942	4,649	3,500	4,200	4,200
MISCELLANEOUS EXPENSE	1,608	6,619	3,750	5,150	5,150
Total	9,340	12,193	14,150	14,350	14,350

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND

	2022-23	2023-24	2024-25	2024-25	2025-26
DESCRIPTION	Actual	Actual	Amended Budget	Projected Budget	Manager Proposed
Dept 764.00-HARVEST MOON CELEBRATION					
OFFICE SUPPLIES	0	47	0	0	0
CONCESSION SUPPLIES	20,809	24,493	24,900	26,890	28,900
CONTRACTUAL SERVICES	5,865	5,700	8,000	7,425	7,500
COMMUNITY PROMOTION	3,409	10,776	3,600	2,756	3,650
ENTERTAINMENT	10,024	11,915	12,000	12,188	15,000
EQUIPMENT RENTAL	7,823	8,627	9,000	9,666	10,300
MISCELLANEOUS EXPENSE	4,536	3,000	4,450	4,554	4,500
CONTRIBUTIONS, PATRONICITY	10,000	0	0	0	0
CONTRIBUTION, COMMUNITY FOUNDATION	0	10,000	0	0	0
Total	62,466	74,558	61,950	63,479	69,850
Dept 766.00-RHYTHMZ IN RILEY PARK					
CONTRACTUAL SERVICES	11,817	11,622	15,200	13,070	15,200
COMMUNITY PROMOTION	2,056	2,169	10,400	2,400	10,400
ENTERTAINMENT	9,900	14,475	20,000	17,400	20,000
Total	23,773	28,266	45,600	32,870	45,600
Dept 767.00-BUILDING RENTAL					
PROFESSIONAL SERVICES	3,805	1,998	0	0	0
CONTRACTUAL SERVICES	16,069	9,269	0	0	0
PUBLIC UTILITIES	297	1,594	0	0	0
MAINT, BUILDING & GROUNDS	6,710	1,403	0	0	0
CONTRIBUTION INS & BONDS	573	643	0	0	0
CAPITAL OUTLAY, BUILDINGS	0	0	0	0	0
Total	27,454	14,907	0	0	0
Dept 768.00-LUNCH BEATS					
CONTRACTUAL SERVICES	1,750	1,375	2,250	1,600	2,250
COMMUNITY PROMOTION	2,134	1,869	1,950	1,950	1,950
ENTERTAINMENT	1,460	1,480	2,175	1,830	2,300
Total	5,344	4,724	6,375	5,380	6,500

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND

DESCRIPTION	2022-23 Actual	2023-24 Actual	2024-25 Amended Budget	2024-25 Projected Budget	2025-26 Manager Proposed
Dept 769.00 - GRAND RAVEN FESTIVAL					
COMMUNITY PROMOTION	2,171	2,942	3,550	5,560	3,650
EVENTS	3,983	6,500	4,300	2,700	2,700
MISCELLANEOUS EXPENSE	2,276	2,930	3,350	5,136	5,250
Total	8,430	12,372	11,200	13,396	11,600
Dept 770.00 - COMMUNITY FOUNDATION					
CONTRIBUTION, COMMUNITY FOUNDATION	0	0	0	0	0
Total	0	0	0	0	0
Dept 771.00 - HEART THE ART					
CONCESSION SUPPLIES	0	687	325	0	325
CONTRACTUAL SERVICES	0	884	884	0	884
COMMUNITY PROMOTION	0	1,347	1,450	0	1,450
ENTERTAINMENT	0	400	400	0	400
MISCELLANEOUS EXPENSE	0	1,953	2,000	0	2,000
	0	5,271	5,059	0	5,059
TOTAL DOWNTOWN DEVELOPMENT AUTHORITY EXPENDITURES	916,308	1,385,787	1,755,664	1,735,135	1,384,912
Surplus/(Deficit)	85,203	(123,890)	(159,957)	(71,342)	(92,660)
BEGINNING FUND BALANCE	372,229	457,432	333,542	333,542	262,200
ENDING FUND BALANCE	457,432	333,542	173,585	262,200	169,540