



DDA ACTION SUMMARY SHEET

MEETING DATE: March 17, 2026

TOPIC Public Parking Overview and Recommendations

BACKGROUND BRIEF:

The documentation behind much of the shared, leased and developed public parking areas that have been accumulated over the past 15 years requires updating, new leasehold agreements, catch-up payments and acknowledgment of lapse/cancellation. This memo outlines those parking areas that require some form of recommended action.

1. Slater Street. This lot was acquired and built with DDA funds. The acquisition, construction and maintenance has resulted in a total investment for this public benefit for the Village Downtown of approx.. \$400,100.00. The lot is a gravel lot, framed by sidewalks, fencing, and signage. The lot will require a new layer of gravel surface this spring to maintain a safe and level surface. The estimated cost of material is \$900, cost of rental equipment \$600.

RECOMMENDATION: Authorize the Executive Director to procure gravel at a cost not to exceed \$1000 from 248-726-975-002 Capital Outlay Streets, and to rent necessary equipment at a cost not to exceed \$700 from 248-260-940-000 Equipment Rental, and have the gravel delivered, installed, and spread prior to May 16, 2026.

2. State Farm. This lot was originally under lease with Sherman Publications and was never transferred to the new ownership group. The DDA funded its improvement for re-paving, striping and maintenance within the past 7 years, investing approx.. \$41,500 in the Village Downtown at this ,location. It is used for evening and weekend parking and is constantly full.

RECOMMENDATION: Offer a new, renewable lease to the new ownership group, matching terms for other active parking lease agreements; \$1200 per year, plus maintenance, snow/ice removal, and signage.

3. Tarr Properties. This lot is across the street from the DDA office. It is a shared public lot, with the DDA being able to offer parking on the south half. This lot is heavily used by employees in the downtown, but is increasingly used by the tenants on the southside. The agreement for the parking lot requires renewal. Its current terms include a partial reimbursement of property

taxes and maintenance. The DDA has invested approx. 15,600 in the Village Downtown at this location.

RECOMMENDATION: Offer a renewed lease on the same terms.

4. Whiskey's Lot. The DDA secured agreement(s) for the donation of this property to the Village Downtown, and paid for the demolition and construction of the most active/full parking in the Village Downtown. The DDA has invested more than \$380,000 in improvement and maintenance of the village improvement. The South approach apron is cracked and sinking, exposing metal rebar/iron. Preliminary estimates to repair the hazard range from \$7,000 - \$17,000.

RECOMMENDATION: Authorize the Executive Director to secure services for the repair of the south apron at a cost not to exceed \$8000 with funding from GL248-730-975-006 Capital Outlay Parking.

5. School Administration Lot. This parking was an evening/weekend area, used principally during large events. The jubilee is now moving to the Township following denial of permitting from the Village, the Schools have moved, and the property is now subject to development. The lease was for use at a cost of \$2,500/year, resulting in a DDA investment into the Village Downtown of \$12,500 at this location. The lease is now expired.

RECOMMENDATION: Allow the lease to remain expired, providing notice to the new owners, and removing the signage.

6. Other Notes. We will be processing payments for the Caruso Lot and the Tarr Lot, totaling approx.. \$4,875.00 from GL 248-728-801-000 contractual Services as previously approved by the Board in the appurtenant agreement(s).

FINANCIAL IMPACT:

As stated in the recommendations

RECOMMENDED MOTION:

If all are acceptable: Move to adopt the stated recommendations and authorize the Executive Director to affect the same, including all stated financial action(s).

If not all are acceptable: individual motions, or no action, is appropriate.