



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
Monday, March 22, 2010

The meeting was called to order at 6:04 p.m. by President Cowley.

ROLL CALL

PRESENT: Buck, Cornwell, Cowley, Gajewski, Higgins, Jakacki, Kuiken,
Rock, Schneemann

ABSENT: Frost

OTHERS PRESENT: Executive Director Annette Knowles
Administrative Assistant Debbie Nogle
Events Planner Janet Bloom

CONSENT AGENDA ITEMS:

MOTION by Rock, SUPPORTED by Cornwell to approve the regular minutes of February 22, 2010, the retreat minutes of March 6, 2010, and to accept and file the February Bill Review Report and Financial Statements as presented. MOTION CARRIED, ALL AYES.

ELECTION OF OFFICERS

President Cowley relinquished the Chair to Ms. Knowles. The floor was opened for nominations.

Cowley nominated and Buck supported the nomination of Bob Rock for the position of President. Rock nominated and Higgins supported the nomination of James Kuiken for the position of Vice-President. Cowley nominated and Kuiken supported the nomination of Dan Higgins for the position of Secretary. No other nominations were offered. MOTION by Cornwell, supported by Cowley, to close the nominations for 2010 officers and to elect those nominated by acclamation. MOTION CARRIED, ALL AYES.

Knowles turned the meeting over to President Rock.

PROPOSED 2010-2012 BUDGET

Knowles reviewed the proposed budget for Fiscal Years 2010-2012. The revenue based on tax increment financing is projected to decrease significantly over the 2-year cycle. Knowles recommended that the DDA waive any PSD increases. A new cost center was created to separate TIF and PSD funds. If approved for submittal, the proposed budget will be presented to City Council on Tuesday, April 27, 2010.

MOTION by Cowley, SUPPORTED by Kuiken, to submit the proposed 2010-2012 budget to the honorable mayor and council. MOTION CARRIED, ALL AYES.

ANNUAL FLOWER PLANTING

Liberty Street Gardens has submitted a proposal to install and maintain flowers in hanging baskets and two planting beds for the 2010 season. Given that Liberty Street Gardens has completed this work satisfactorily since 2007, the proposal may be treated as a contract extension. The board discussed a requirement that LSG hold its contractual rate to that of 2009.

MOTION by Cowley, SUPPORTED by Jakacki to authorize the Executive Director to accept the proposal from Liberty Street Gardens for annual flower planting for a seasonal amount of \$19,240.00. funds to be derived from account 248-000.00-801.006, Seasonal Decorations, for fiscal year 2009-2010 and account 248-763.00-801.006 for fiscal year 2010-2011. MOTION CARRIED, ALL AYES.

REDEVELOPMENT TASK FORCE CONCEPTUAL RENDERING

The Redevelopment Task Force has been discussing potential areas that might be appropriate for a redevelopment project. The Task Force solicited a proposal from S3 Architecture to create a conceptual rendering of a project, which is consistent with the master plan, for committee work.

MOTION by Buck, SUPPORTED by Jakacki to accept the proposal from S3 Architecture to create a conceptual rendering as required by the Redevelopment Task Force, in a amount not to exceed \$1,200.00, funds to be derived from Miscellaneous Expense, account 248-000.00-956.000

MOTION CARRIED, ALL AYES, with Schneemann abstaining.

WORKPLAN UPDATE

Knowles stated that work to complete the punch list items remaining as part of the Grand River Avenue Streetscape Project is underway. Six proposals were received for the Website Redesign project. A recommendation is expected at the board meeting in May. There is one sign incentive application pending and the last business forum, the topic of which shall be web sites and social media, will be on March 23, 2010.

ADJOURNMENT

MOTION by Schneemann, SUPPORTED by Cornwell that the meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting was adjourned at 8:05 p.m.

The next regular meeting will be on Monday, April 26, 2010 at 6:00 p.m.

Respectively submitted,

Annette Knowles