



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Monday, September 24, 2012
Conference Room A – Farmington City Hall

The meeting was called to order at 6:10 p.m. by President Rock.

ROLL CALL

PRESENT: Buck, Frost, Higgins (6:15p.m.), Rock, Schneemann, Wasen

ABSENT: Andrade, Cornwell, Greer

OTHERS PRESENT: Annette Knowles, Executive Director

CONSENT AGENDA ITEMS

MOTION by Frost, SUPPORTED by Wasen

RESOLVED, that the board approves the regular minutes of August 27, 2012, and accepts and files the August Financial Report and the August Invoice Distribution, as presented. MOTION CARRIED, ALL AYES.

REQUEST TO PUBLISH ANNUAL REPORT

Each DDA in the State of Michigan is required by law to publish an annual report detailing the status of its tax increment financing account in a newspaper of general circulation within ninety days following the end of the fiscal year.

MOTION by Wasen, SUPPORTED by Buck

RESOLVED, that the board approves the publication of the FY 2011-12 annual report.

MOTION CARRIED, ALL AYES.

Higgins entered the meeting.

ACCEPTANCE OF PROPOSAL TO REPAIR BRICK PAVER SIDEWALKS

Former DPW Director Gushman and Knowles identified several locations where repairs are necessary to eliminate potential trip hazards. Knowles secured pricing from two contractors. Since the time of the walk through, the Warner Street area has been tagged for a 2013 reconstruction project, and may be removed. Additionally, the brick-paved areas at the Pavilion should be added to the project list.

MOTION by Buck, SUPPORTED by Schneemann

RESOLVED, that the board accepts the proposal from Willson-Steinkopf for brick paver repairs in the unit price of \$5.15 per square foot, funds to be derived from account number 248-759.00-930.000, with the exception of repairs to the sidewalks along Warner Street and adding repairs to the brick-paved areas at the Pavilion, under the supervision of the Executive Director.

MOTION CARRIED, ALL AYES.

FARMINGTON ROAD STREETScape CONCEPTUAL PLAN AND REQUEST FOR RESOLUTION OF SUPPORT

Knowles and Schneemann provided an update on the process to complete a conceptual plan for streetscape improvements on Farmington Road, between Grand River Avenue and Alta Loma; what are the project goals and components and what are the next steps. The intent is to apply for grant funding from the federal Transportation Alternatives Program, of which MDOT and SEMCOG are funding sources. The grant application will be strengthened with resolutions of support from agencies and stakeholders. The target date for submission is November 1. It is expected that the DDA shall be contributor of matching funds for this project, but a final financing plan shall be prepared in conjunction with the City of Farmington.

MOTION by Wasen, SUPPORTED by Higgins

RESOLVED, that the board fully and unequivocally supports the Farmington Road Streetscape Project and authorizes the submittal of a grant application to the Michigan Department of Transportation and/or the Southeast Michigan Council of Governments for grant funding.

MOTION CARRIED, ALL AYES.

ANNUAL EVALUATION REMINDER

Rock is completing the annual performance evaluation for Knowles. Board members are reminded to submit comments to Rock on or before Wednesday, October 10, 2012.

WORK PLAN UPDATES

Knowles reviewed progress made on work plan items. The Farmington Road project was on this evening's agenda for action. Under Downtown Marketing, a layout plan for holiday decorations is in preparation. The board previously authorized that revenue from the cover charges at Founders Festival, which amounted to \$10,000.00, be used to fund this activity. Pricing for replacing white lighting in the trees is forthcoming. The Promotions Committee brainstormed Ways to Engage for Holly Day and Winter Window Decorating at its last meeting. Winter window decorating shall take the form of a contest this year in an attempt to encourage business participation. The Wish List Window crew has achieved terrific results – nearly doubling participation and the value of the prize pool. The kiosk update is at the sign company and will be installed once received. The Organization Committee is working on its next Main Street Messenger, with a target delivery of November 14 in the Farmington Press. The working theme is getting to know the DDA. Harvest Moon Celebration is this weekend, September 27-29. More volunteer support is needed. The luncheons with developers have been a good experience. Many participants were unfamiliar with Farmington, and leave much more informed. A gathering was held with the business owners on September 13. About fifteen persons attended, representing about ten businesses, and they learned more about the business promotion sponsorship program.

The Design Committee is working on a short connector on Warner Street, which may entail improving the connection with the parking lot at the former Dimitri's restaurant site.

The Executive Committee has been reviewing proposals received from parties interested in the former Dimitri site, as reported by Frost. The Executive Committee is conducting research and having discussion to hone in on a selection.

Conversations with KIMCO concerning potential improvements, and requisites of both KIMCO and the city, are ongoing.

BOARD COMMENT

A discussion was held concerning board member attendance.

ADJOURNMENT

MOTION by Wasen, SUPPORTED by Schneemann

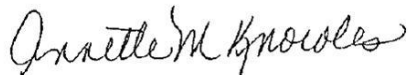
RESOLVED, that the meeting be adjourned.

MOTION CARRIED, ALL AYES.

The meeting was adjourned at 7:25p.m.

The next regular meeting will be on Monday, October 22, 2012, at 6:00 p.m.

Respectively submitted,

A handwritten signature in cursive script that reads "Annette M Knowles".

Annette Knowles,
Executive Director