

FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

8:00 A.M.

TUESDAY

JUNE 28, 2005

The meeting was called to order by Board President Beamer at 8:00 a.m.

ROLL CALL: Beamer, Cassidy, Clappison, Freeman, Grace,
Pastue, Vargovick, Ziegler

ABSENT: Batzloff, Cowley, Kuiken, Interim Director Martin

CONSIDERATION TO APPROVE CONSENT AGENDA ITEMS:

Motion by Grace, supported by Ziegler, to approve the regular minutes of June 7, 2005 and special meeting minutes of June 14, 2005, the Financial Report, and Bill Review Report as presented. MOTION CARRIED, ALL AYES.

INTERIM DIRECTOR'S REPORT

Board President Beamer reviewed the Interim Director's report with the Board. Final print proof from Greenman's Printing, Inc. for the brochure had been approved and 5000 copies will be printed at a cost of \$2,198.35.

Distribution of the Main Street Newsletter should be ready prior to the Founders Festival.

Discussed involving Main Street committees in selling tickets for the Grapes on the Grand tent at the Founders Festival.

Board members were encouraged to participate on the float in the Founders Festival Parade. Tee shirts will be provided to volunteers in the parade.

Ms. Martin provided a Private Donation Form for consideration by the Board to be distributed at the Grapes on the Grand tent. It was agreed to change the wording on the form to read Farmington **Riley** Park and Walter E. Sundquist Pavilion Grand Opening Celebration on October 22, 2005.

The Board will meet Friday, July 1, 2005 at a Public Hearing regarding the transfer of a Class C Liquor License to Gala restaurant.

Motion by Vargovick, supported by Clappison, to approve the Interim Director's Report as presented. MOTION CARRIED, ALL AYES.

REVIEW AND REVISION OF EXECUTIVE DIRECTOR JOB DESCRIPTION

The Board reviewed the revisions in the Executive Director job description focusing on eliminating redundancies. The employment advertisement from Career Directions, Inc. will begin as of this meeting and will run until the position is filled. Board member Freeman will post the ad and job description on the website. Board member Clappison asked if the budget incorporated hiring a separate individual to handle promotions. City Manager stated that funds are allocated for this position.

Motion by Grace, supported by Clappison, to approve the revised DDA Executive Director job description as presented. MOTION CARRIED, ALL AYES.

Motion by Vargovick, supported by Clappison, to approve the DDA Executive Director employment advertisement as presented. MOTION CARRIED, ALL AYES.

DDA BOARD APPOINTMENTS

Board President Beamer congratulated Scott Freeman on his appointment to the DDA Board of Directors. James Kuiken was also appointed to the Board, but was not present at this meeting.

MAIN STREET COMMITTEES UPDATE

The Promotions Committee has been focused on promoting the downtown during the Founders Festival and participation on the parade float. Judging of the floats will be in front of Cowleys Irish Pub.

The Design Committee will meet July 7, 2005 with LSL to discuss design standards.

The Organization Committee has completed the Newsletter and will have them distributed before Founders Festival. Twelve people attended the sign ordinance meeting on June 14, 2005.

BOARD COMMENT

Board member Cassidy stated some merchants have been questioned what action is being taken to improve the pedestrian walkways. Pastue answered that this will be addressed soon, as well as parking on Grand River, stating that future proposed bump outs will likely take care of this issue.

Board member Vargovick asked for updates on the construction. Pastue stated the underground work will be completed prior to the festival and that curb installation will be completed after. The sewer connection on Orchard St. will come after the festival. All debris will be removed before the festival to accommodate vendors and the parking lot will be available for use by July 9. Construction of the pavilion should be underway in August.

Board member Freeman encouraged accessing the website for related news articles.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned at 8:52 a.m. The next meeting will be August 2, 2005.

Respectfully submitted,

